NEW

For use with ALL iPads

iPad for Seniors

Easy to follow user guides and tutorials for your iPad and apps

2021 iPadOS 14 Update

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Essential tutorials to Safari, Mail, iCloud, FaceTime and more

Plain English guides to the iPad's apps and new features

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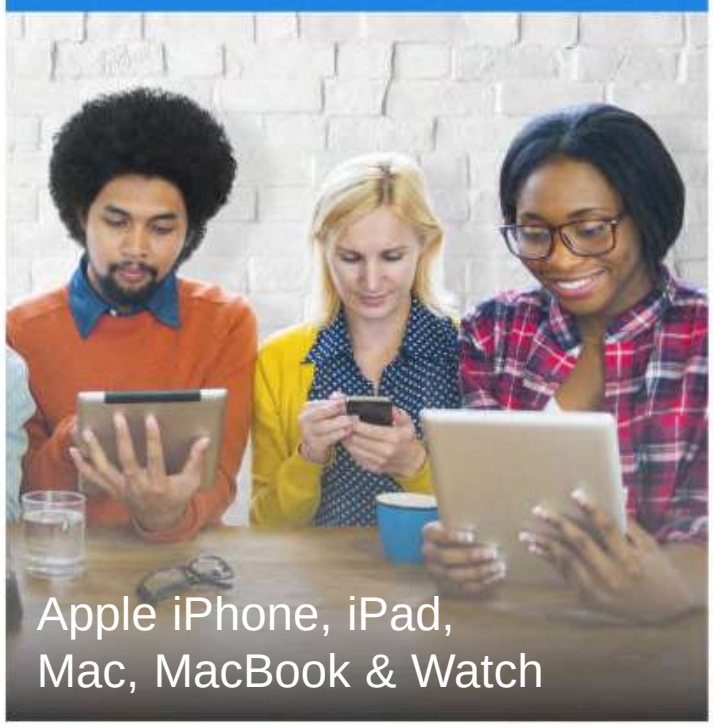

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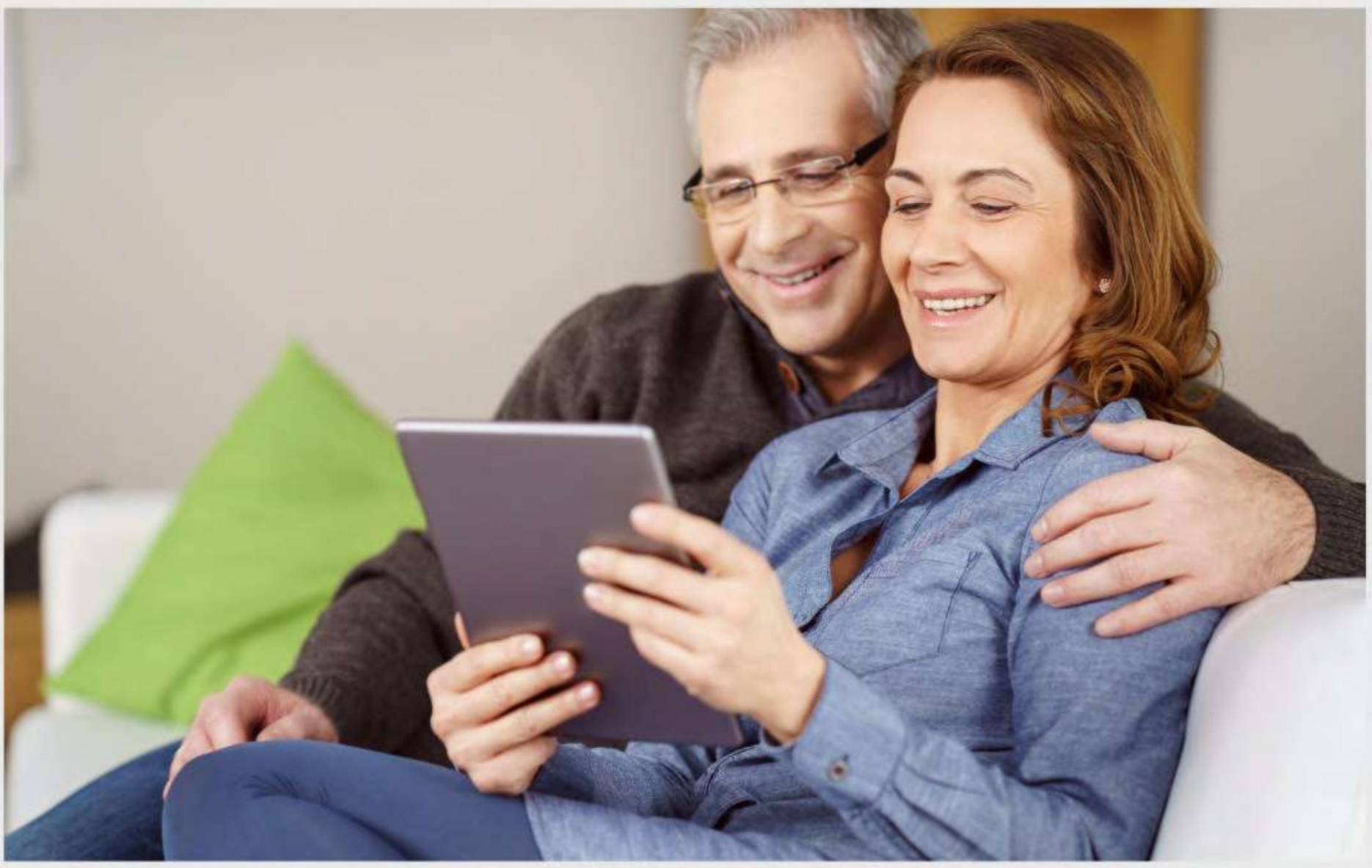
iPad
for Seniors



Your iPad can do more than you think.

Even apps you use every day might boast features of which you're unaware. That's where this book comes in. Over the next 160 pages, we get to the heart of your iPad, the apps that come with it and the amazing operating system on which it runs, iPadOS 14. You get to learn all sorts of tricks and tips that allow you to get the most from your amazing Apple tablet.

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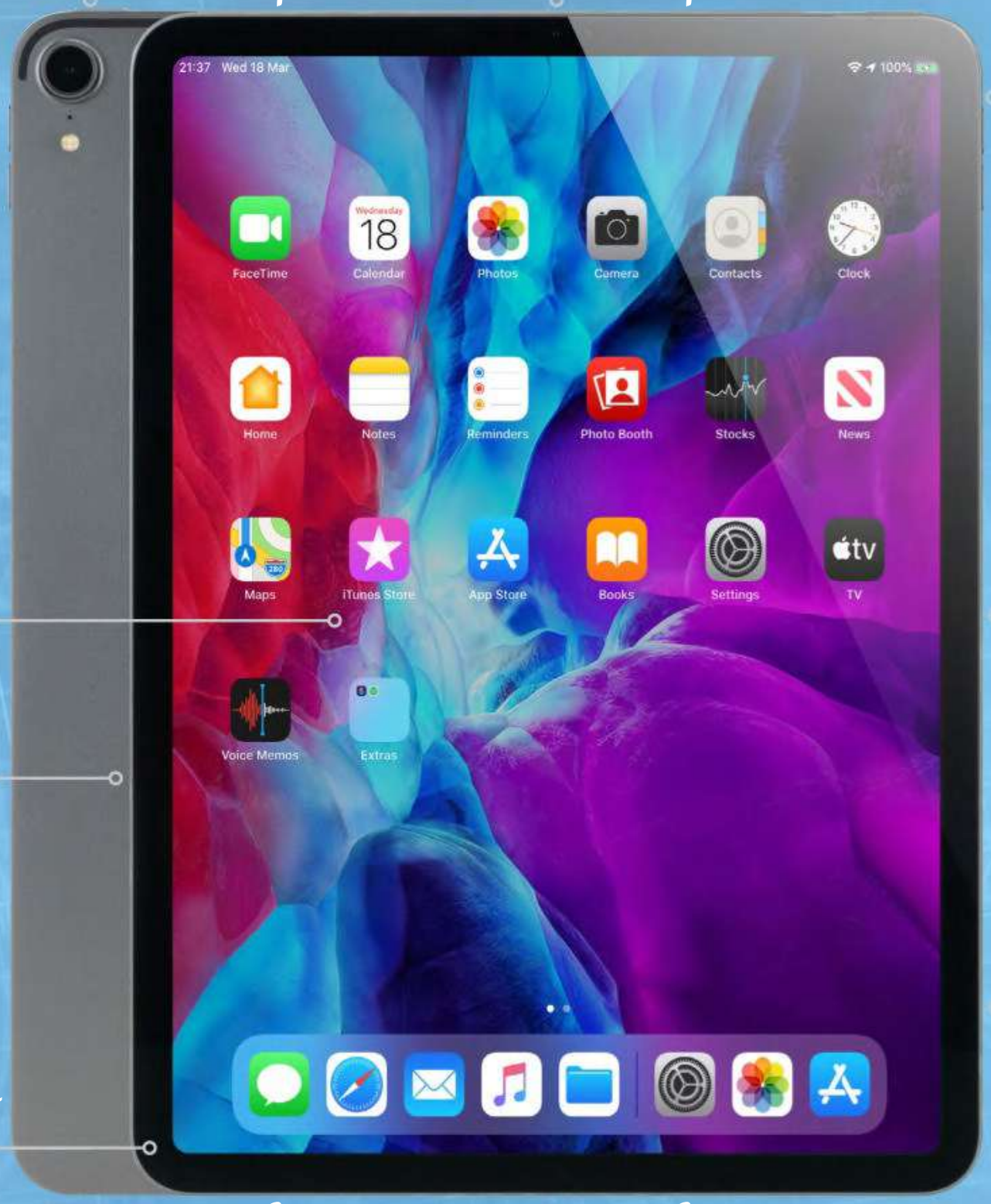
20 new hair and headwear styles to memojis.

iPad Hardware
Buttons and Ports

Most iPads have Home buttons at the foot of the screen, with fingerprint readers for unlocking. The latest high-end iPads have no Home button but they do have Face ID. Here's a guide to what's where on both.

iPads with a Home Button

iPads with No Home Button



Charging Your iPad.

To charge, you need the Lightning or USB-C cable supplied with your iPad. Connect the larger end of this cable (the USB plug) to a computer or the mains adapter that came with your iPad. Make sure it's the right way up in the socket. The smaller end (the Lightning or USB-C plug) goes into the slot in the base of your iPad (see below) and can go either way up. When it's being charged, assuming it's switched on, you can see a lightning icon in the top right corner of your iPad's screen, on the battery icon.

Turning On and Off.

To turn your iPad on, press and hold the On/Off button until you see the Apple logo on the screen. To turn it off, press and hold the On/Off button, then swipe the 'Slide to power off' switch that appears. On an iPad Pro, use the Top button and a Volume button instead.

iPadOS *in Numbers*

What's iPadOS 14 all about? What's new, what's exciting and what's fun? Let's take a look at the new iPad operating system in numbers.

9th July, 2020

The date on which the first public beta of iPadOS 14 was released by Apple.

Forty

iPadOS 14 is available in 40 different languages.

5

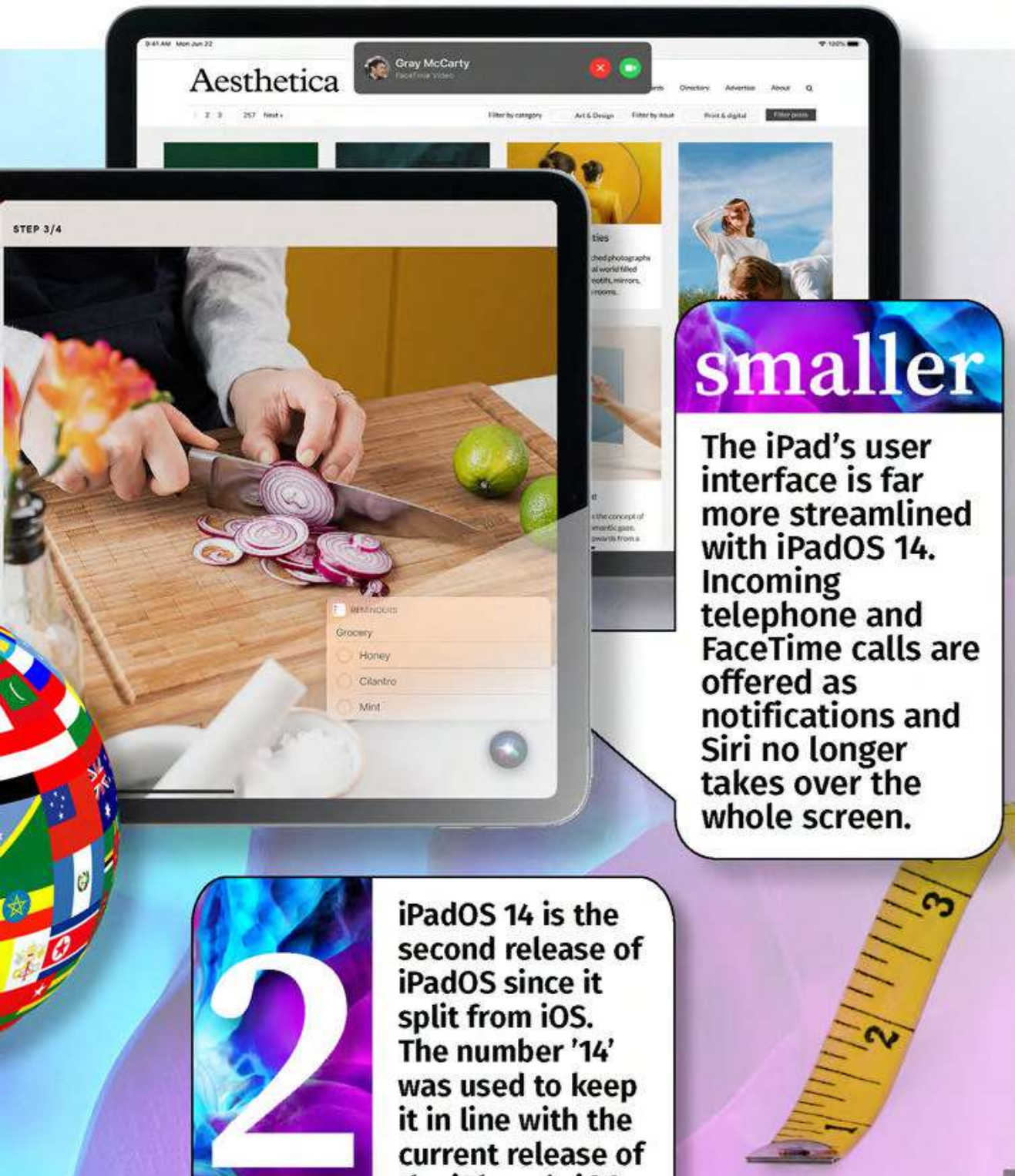
iPadOS 14 is written in five different programming languages; C, C++, Objective-C, Swift and Assembly.

fifteen

The number of iPad models that can run iPadOS 14. It runs on any iPad that could run the very first release of iPadOS.

VP9

With iPadOS 14, the iPad natively supports Google's VP9 video encoding format.



smaller

The iPad's user interface is far more streamlined with iPadOS 14. Incoming telephone and FaceTime calls are offered as notifications and Siri no longer takes over the whole screen.

12.9"

The largest iPad that can run iPadOS 14 is the iPad Pro 2nd, 3rd or 4th Generation, with a screen size of 12.9 inches corner to corner. The smallest is the 4th or 5th Generation iPad Mini, with a 7.9-inch display.

2

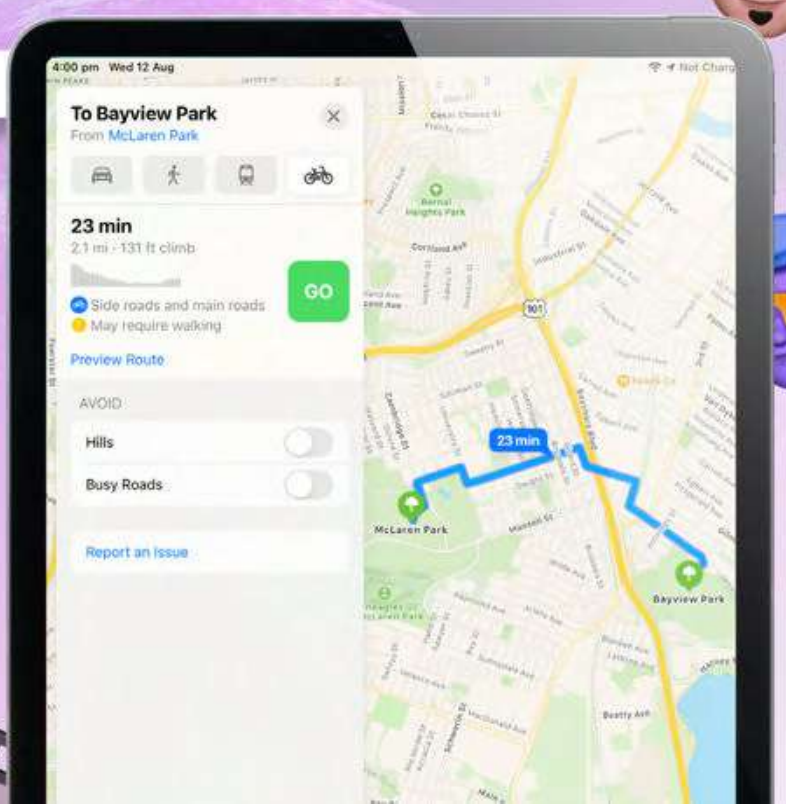
iPadOS 14 is the second release of iPadOS since it split from iOS. The number '14' was used to keep it in line with the current release of the iPhone's iOS operating system.

Twenty

The new operating system brings 20 new hair and headwear styles to memojis.

4

There are now four modes of transport offered in the Maps app for finding routes. Cycling has been added with iPadOS 14.



What's New in iPadOS

The new iPad operating system brings a wealth of new features and design changes. What's new and what can it do for you? We take an in-depth look at the new iPadOS 14.

It was a strange keynote. Thanks to the coronavirus lockdown, there were no crowds filling Apple's Steve Jobs Theatre as Tim Cook, Craig Federighi and the rest of the Apple crew introduced new operating systems for the iPad, iPhone, Mac and more. Instead, we had an online-only Worldwide Developers' Conference presentation.

The absence of crowds clapping, cheering and shouting 'Woooo!' every time a new feature was announced didn't detract from the excellence of the new software. iPadOS 14 really is feature-packed and has a great new design that's far less intrusive than before. It's free too, and it runs on every iPad that can run last year's initial iPadOS release. But if it's only the second release of iPadOS, why is it called iPadOS 14? Before iPadOS, the iPad ran iOS, just like the iPhone. Last year, iOS 12 for iPhone and iPad was succeeded by iOS 13 for the iPhone and iPadOS for the iPad. The tablet got its own platform, a split from iOS. When this year's operating systems are released in September, they will be called iOS 14 and iPadOS 14 to keep version parity. But why should we be excited about iPadOS 14? Let's take a look.

Widgets

iPadOS 14 redesigns the iPad's widgets. Drawing from the iPad's apps, they present pertinent and timely information in an easy-to-read format. You can add and remove widgets at will, choose from four different sizes at which they're displayed and even add a Smart Stack of widgets, which uses on-device intelligence to give you the exact widget you need based on factors such as time, location and activity.

There are all sorts of widgets available from all sorts of apps. For example, a Maps widget takes you to the map you last used, a News widget shows you hot stories and a Calendar widget gives you today's events and more. If you dislike having widgets on the Home screen, just like before, you can turn them off.

The iPad's Home-screen widgets have been overhauled, making them even more useful.

Maps Features

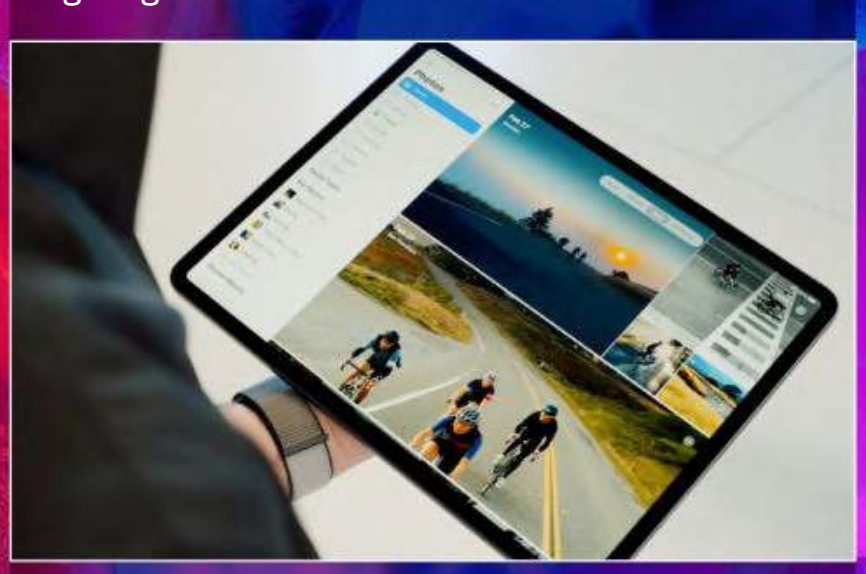
The Maps app gets a couple of exciting new features with iPadOS 14. For cyclists, cycle journeys has been added to the Transport feature. With it, you can plan a route by bicycle, taking into account elevations and making use of dedicated cycle paths where available. You're alerted about stairs you might have to climb while carrying your bike and if the route is busy, you get an alert about that too.

Select cities also offer curated guides of interesting places to visit. These guides are put together from trusted sources such as AllTrails, Complex, The Infatuation, Time Out Group and The Washington Post. Plus they show you the best restaurants, attractions, features and so on.

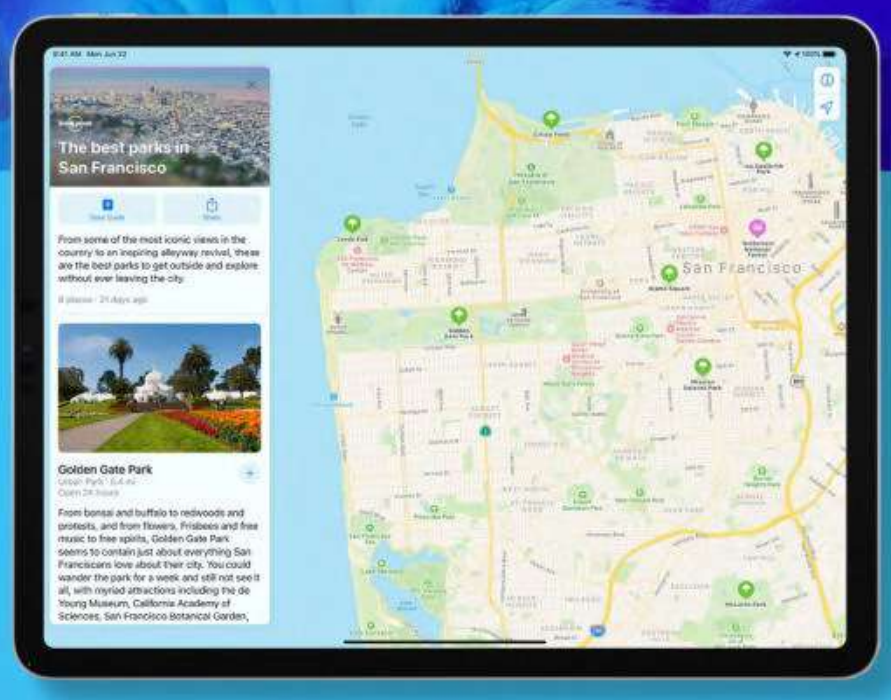
New Sidebars

Several apps benefit from a new sidebar, making its features even more accessible. Take the Photos app. With one tap, you bring onto the screen a sidebar bringing together all its core functionality in one location. This makes it much easier to move between different parts of the app. It makes it easier to organise your photographs too. You can add an image to an album by simply dragging and dropping.

The Notes app's new sidebar gives quick and easy access to all your folders without having to keep moving backwards to different screens and the Files app consolidates navigation into a sidebar for ease of use. Music lovers will like the new Music app too. The sidebar makes it easy to switch between your own library and the Apple Music streaming service, with everything at your fingertips. Look out too for redesigned toolbars, with a single menu giving access to a lot of features.



The new Photos sidebar gives access to your library, albums, people, places and more.


The best parks in San Francisco
From some of the most iconic views in the country to an inspiring alleyway revival, these are the best parks to get outside and explore without ever leaving the city.
Golden Gate Park
From bonsai and buffalo to redwoods and protests, and from flowers, Frisbees and free music to free spirits, Golden Gate Park seems to contain just about everything San Franciscans love about their city. You could wander the park for a week and still not see it all, with myriad attractions including the de Young Museum, California Academy of Sciences, San Francisco Botanical Garden,
San Francisco

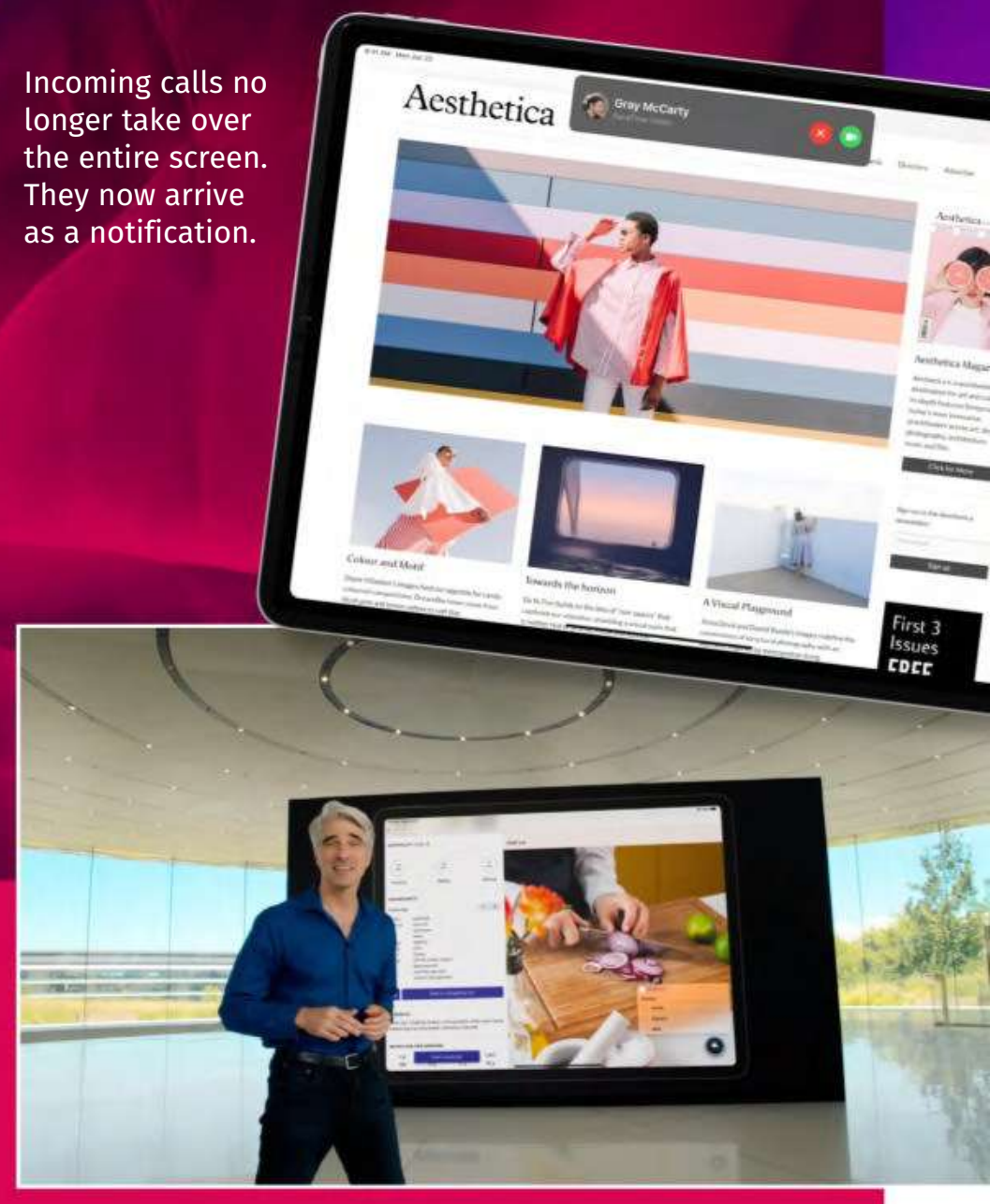
The new Maps guides curate information on local features in select cities.

Compact Siri & Phone Calls

Before iPadOS 14, the Siri personal digital assistant and incoming telephone, FaceTime audio and FaceTime video calls could be very intrusive. They took up the whole screen, completely hiding what you were doing. Not now. The new operating system brings new, compact versions of these features. Incoming calls – from any source – are now shown as a notification at the top of the screen. You can still accept or decline but without it taking over your iPad as it arrives. Incoming calls from third-party apps like Skype are similarly compact and convenient.

Likewise, Siri is now smaller, appearing as an animated icon in the corner of the screen. You can thus ask Siri questions and receive answers without losing sight of what you were doing on the iPad at the time.

Incoming calls no longer take over the entire screen. They now arrive as a notification.



Apple's Craig Federighi demonstrates the new, compact Siri design on the iPad.

Sensational Searches

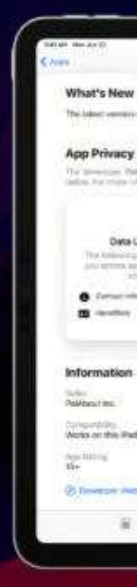
The iPad's somewhat fractured search facilities have been rounded up and redesigned as a universal search. Again, it doesn't take over the whole screen anymore. As always, to search you make a downward swipe anywhere on the screen. You can do this on the Home screen or within an app and as it only takes up a small amount of the viewing area, you don't lose the context of what you were searching for. It makes an excellent app launcher and is useful for finding details from your Contacts app; just type a few letters and suggestions for auto-completion are made. It's great for web searches as well. Websites are offered and you can open them with one tap.

Finding contacts is easy with Universal Search. You don't even need to open the app.

If you're watching a video on your iPad but want to dip into other apps, maybe to check a Facebook notification, you can now swipe a full-screen movie and have it appear as an inset window. It floats above whatever else you're doing on the iPad. You can pause and play the video, pinch and spread to resize the floating window, close it completely or return to watching full screen. You can also swipe the floating window off the screen to have it stored in a small, unobtrusive tab. Just tap it to watch the video again.

Picture in Picture

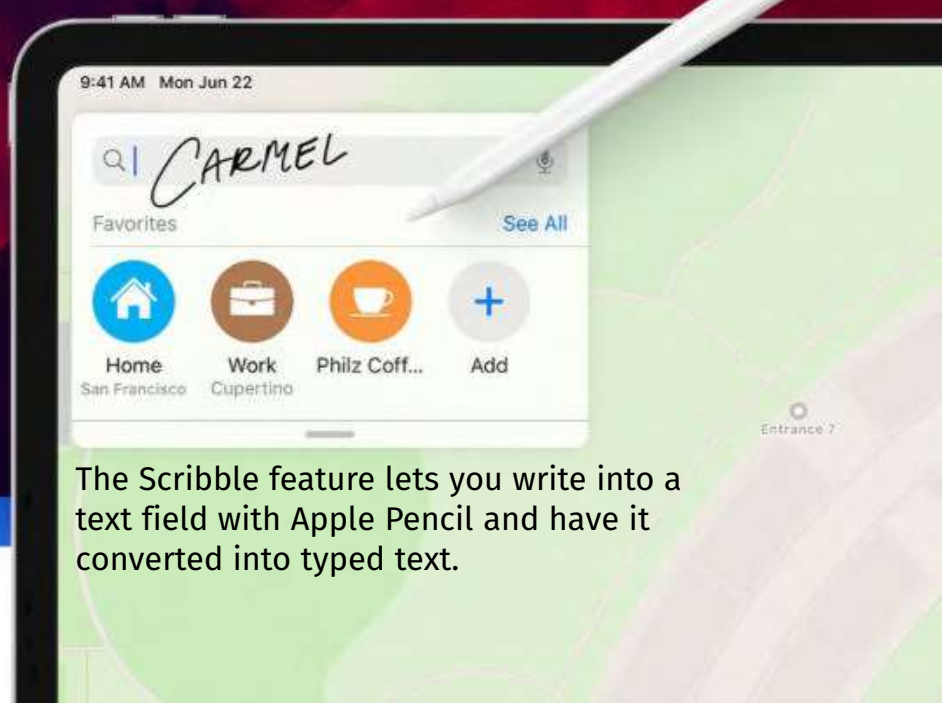
App Privacy Features



A feature being rolled out over the year gives iPad owners a greater degree of privacy. All apps are now required to obtain a user's permission before tracking and App Store pages are being updated to feature developers' reports on their apps' privacy practices. These reports are designed to be easy to follow and includes categories such as Data Used to Track You, Data Linked to You (such as your location and browsing history) and Data Not Linked to You (eg. diagnostics and usage information). When asked to share your location with an app, you can choose to limit it to your approximate whereabouts instead of revealing exactly where you are and you're given even more information when an app wants to use the iPad's microphone and/or camera.

Apple Pencil

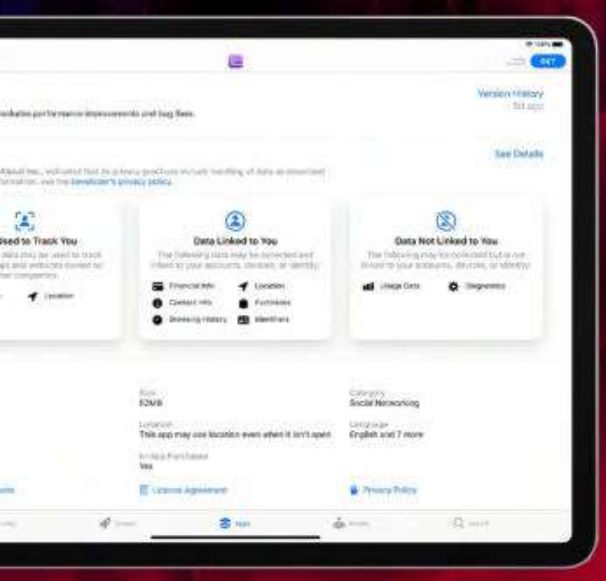
Apple's amazing stylus gets some great new features designed to make it even more versatile. When using it to write on a screen instead of typing, your handwriting behaves more like typed text. You can select and edit words and phrases and if you write a phone number or an address, you can make calls or get directions by tapping it just like you can with typed numbers and addresses. You can also select handwritten text and copy/paste it into another document as typed text or move it on the screen to make room for more information. If you're drawing geometric shapes like squares, circles or triangles, the iPad turns them into accurately mapped shapes, preserving their size and angle. Best of all, the new Scribble feature makes it possible to write with your Apple Pencil in almost any text field and have it instantly converted into typed text. Thus you can do a web search by writing with the pencil in Safari's URL bar, have your handwriting converted into typing automatically and then perform the search. It's great if, for example, you're putting together an annotated sketch in Notes and need to look something up quickly; you don't have to put the pencil down to do so.



The Scribble feature lets you write into a text field with Apple Pencil and have it converted into typed text.

THE FALCON INN
What's on your mind?
Animals in Distress - Torbay & Westcountry
PHOTO COMPETITION!
Whale watchers in southern California were in for a treat...

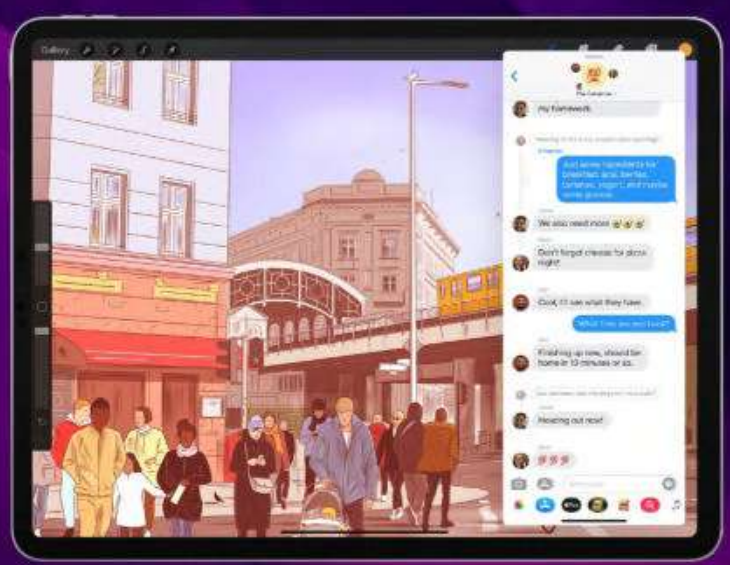
Now you can check your Facebook or other apps while watching a video.



With iPadOS 14, we will soon get more detailed privacy information on the App Store.

Messages

We've all got a handful of people we message with all the time, so now, in iPadOS 14, you can pin contacts to the top of the screen. There are great new options for conversing with a group. You can set a group photo or picture and reply to a specific incoming message instead of the whole group. There's some great new Memoji options too, including new hairstyles, hats, face coverings and more. There's even a doctor's mask for wearing during the pandemic.



Group messages gets some great new features in the Messages app.

More Great Features of iPadOS 14...

Of course, these are just the main new features and enhancements you get with the new iPadOS 14 operating system. There's plenty more on offer.

- Siri can now send audio messages.
- Keyboard dictation runs on your iPad when dictating.
- The Home app features automation suggestions and expanded controls in Control Centre, making it even easier to operate your connected gadgets.
- Safari has a Privacy Report so you can see which cross-site trackers have been blocked.
- Safari also lets you know when passwords you've used have been compromised by a data breach.
- Accessibility features include Headphone Accommodations and sign language detection in Group FaceTime.
- For iPad gamers, keyboard, mouse and trackpad support have been added, allowing you to use regular peripherals to control your games.
- Apple's ARKit augmented reality programming tools have been updated, allowing precise depth measurements captured by the LiDAR Scanner in the latest iPad Pro models. This will lead to all sorts of great third-party apps.
- Another Maps feature that's rolling out soon is EV Routes, which show you where you can charge your electric car on your journey. Add your car to your device and stations compatible with your vehicle are shown.
- In Reminders, you can now create new reminders from the front page and assign tasks to specific people when sharing a list.
- If something in an email might be usefully added to a Reminders list, Siri suggests it.
- Voice Memos can be organised into folders, identified as favourites and taken using an Enhance Recording setting that reduces background noise.

Even this isn't an exhaustive list. iPadOS 14 is the gift that keeps on giving and it cements the iPad's position as the world's leading tablet device.

First Steps with the new iPadOS 14.

If you’re new to the iPad, this is the place to start. We show you how to set up your iPad out of the box, including getting an Apple ID and registering your face or finger with Face ID or Touch ID. Getting onto the Internet with your iPad is explained, as is configuring the Mail app to send and receive emails. With our help, you’ll soon be up and running with your iPad.

Learn more >

Set Up Your iPad For the First Time

All you need to set up your iPad out of the box is a Wi-Fi connection to the Internet. Follow this guide and the instructions shown on your iPad's screen, and you're soon up and running. First, press and hold the top button to switch it on, then follow these straightforward steps.

1 Power Up Your Device

When you first power up your new device you're greeted with this welcome screen. To move on, press the Home button, as instructed. You can toggle the iPad's VoiceOver function by triple clicking the Home button. The word 'Hello' in several different languages is displayed. Tap the 'i' icon in the bottom right for regulatory information.

2 Choose Your Language

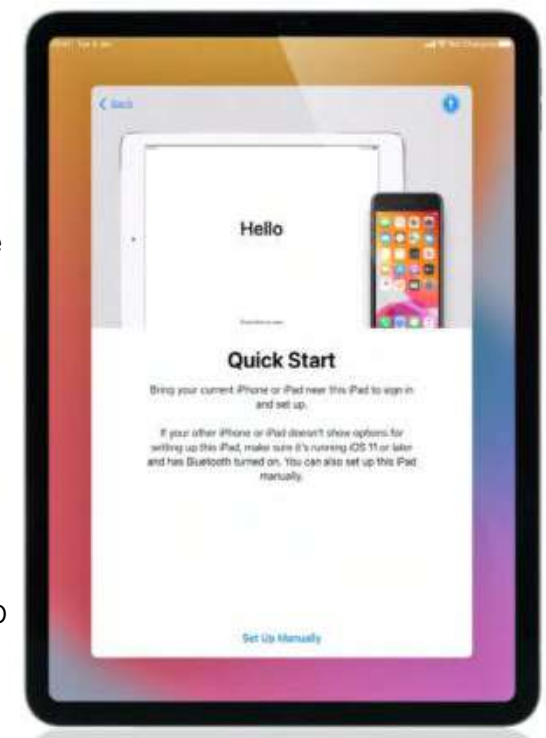
You're now asked to select your iPad's language, which is used to display all information and menus. Scroll up and down to find your choice and then tap it to select. The most commonly used languages are at the top of the list. The iPad supports over 30 languages, several with regional variations, such as UK, American or Australian English.

3 Choose Your Country

You're then asked to choose your country or region. The most likely country, based on your choice of language, is at the top of the list; as you can see here, we selected English, and the suggested country is the UK. You can scroll up and down the list and choose another if you so wish. Tap on your choice and you then move on to the next screen.

4 Using Quick Start

A feature introduced to the iPad with iOS 11 is Quick Start. If you already have an iPhone or iPad running iOS 11 or later, and signed in to the iCloud account you want to use with your iPad, you can just bring it close to your iPad and have the settings transfer automatically. If not, tap the Set Up Manually link, and continue with this tutorial.



5 Choose Wi-Fi Network

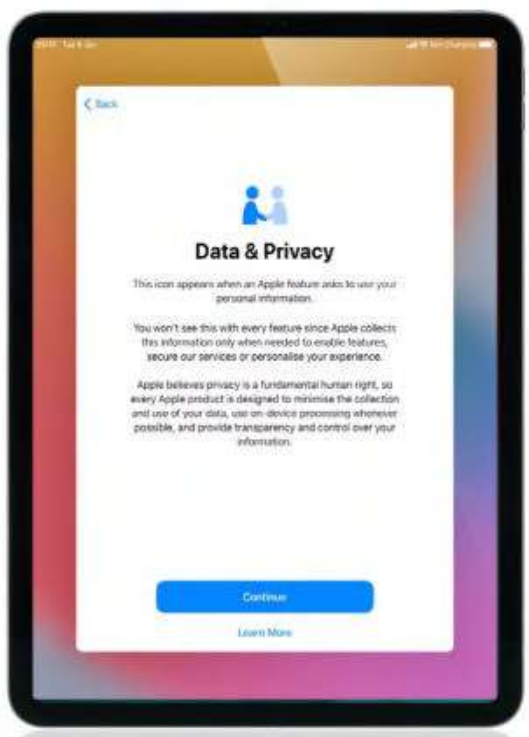
On this screen you're shown a list of local Wi-Fi networks, and asked to sign in to your own. To do this you need to know your Wi-Fi network password, without which you cannot progress. Find your home Wi-Fi from the list offered, and tap on it to be taken to the password entry screen, which is where you log on and take your iPad onto your network.

6 Enter Wi-Fi Password

Now enter your Wi-Fi password and then tap the Join option to link your iPad to your Wi-Fi network. When your iPad has connected to your network, tap the Next link in the top right corner. Your iPad automatically connects to your home network from now on; there's no need to select it and retype your password every time you want to use it.

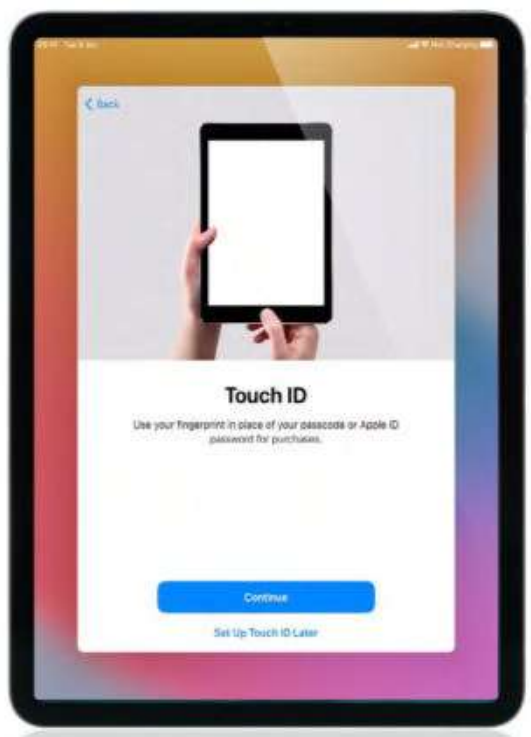
7 Data & Privacy

There follows a screen about privacy and data usage. Read through it; it's simple enough, and explains that when Apple needs to collect data, such as your location, the icon at the top of the page appears and the iPad asks permission. These requests are made for a variety of reasons; for example, the Maps app often needs your location. Tap Continue when finished.



8 Touch ID or Face ID

There follows a screen offering information on Data & Privacy. Read it, then tap Continue to move on. If your iPad has a Home button and fingerprint sensor, you're invited to set up Touch ID. If it has a TrueDepth camera and no Home button, you need to set up Face ID. Either way, just follow the on-screen instructions. There's a full guide to both these features later in the book.



9 Set Up a Passcode

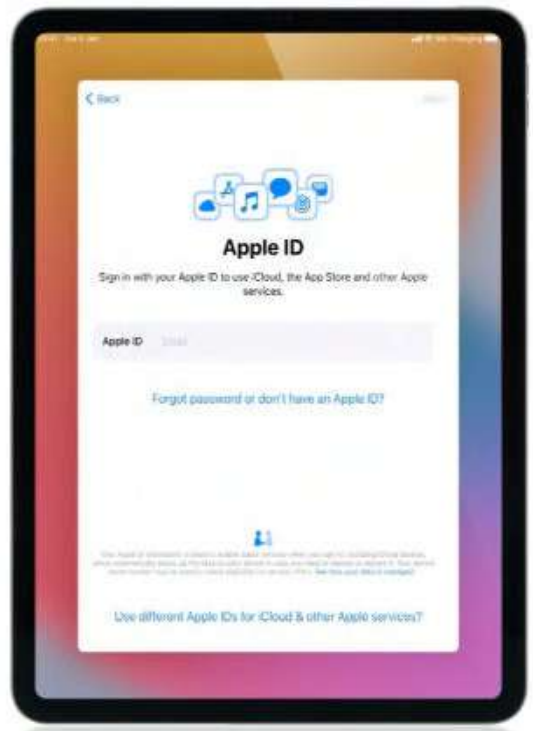
Next you're asked to Create a Passcode. You can tap Passcode Options if you'd rather use a longer code made of numbers (numeric) or both letters and numbers (alphanumeric). These can be up to 25 characters in length. You can choose between a four or six digit number too. You can also proceed without adding a code at all and add one later if you wish.

10 Restoring Apps & Data

You have five options. Use Restore from iCloud Backup or Restore from Mac or PC if you've an iPad backup. Transfer Directly from iPad takes you back to Step 4, where you can use Quick Start and if you're moving from an Android tablet, choose this option to transfer data and download similar free apps. To set up from scratch, choose Don't Transfer Apps & Data.

11 Using Your Apple ID

If you already have an Apple ID, sign in with it now; just enter your user name and password in the fields provided. If not, tap Create an Apple ID and follow the on-screen instructions to set one up now. An Apple ID lets you buy from the App Store and iTunes, and also gives you a handy iCloud email address, so it's essential you register for one. It's also free.

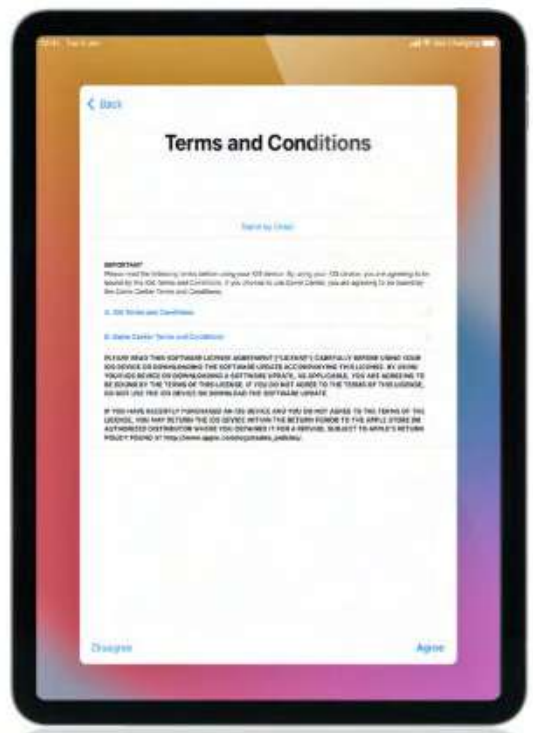


12 Verification Code

Next you must enter a verification code, sent to you by Apple. If you already use Apple devices, this code is sent to one of them. If you're starting with a new Apple ID, you can have it sent to your mobile, or given to you in a phone call. If you didn't get a code, tap the link and have it delivered another way. Type the six figure number to continue.

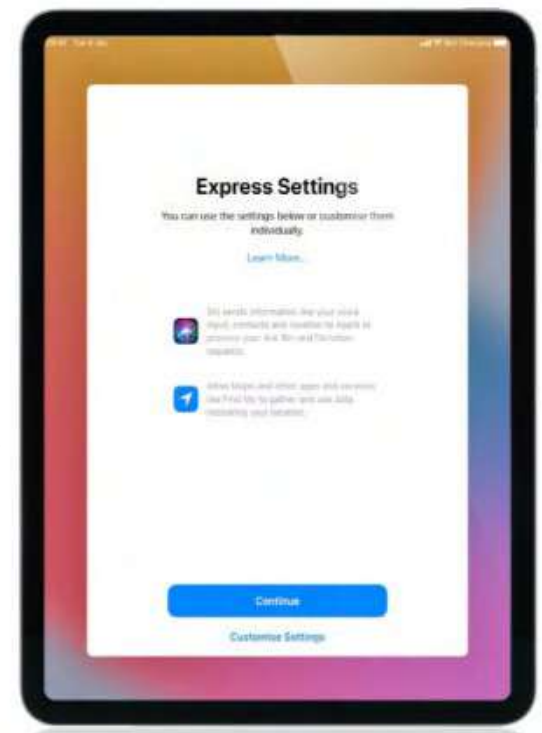
13 Terms and Conditions

Before you can complete the setup process and ultimately use your iPad you need to read and then agree to Apple's Terms and Conditions. It's not the most exciting of documents, but you need to tap Agree to continue. You can have the document emailed to yourself if you want, but this isn't essential; you can read it on the screen now if you prefer.



14 Express Settings

After a short wait, you're taken to the Express Settings screen, as shown here. We recommend you tap Continue to turn on the Siri digital assistant and allow specific apps such as Maps to access your current location. You can always change your settings in the Settings app later. Alternatively, tap Customise Settings and set them up separately.

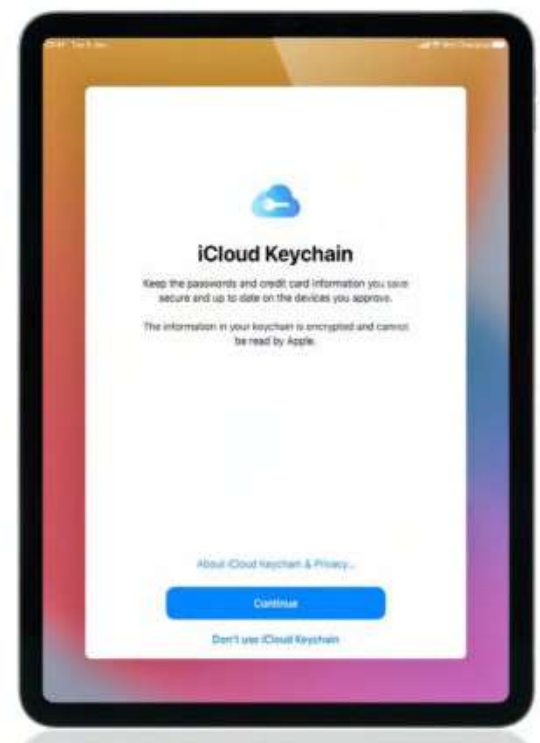


15 Auto Update

Next you're asked whether you want to keep your iPad up to date by installing updates automatically, or if you prefer to do so manually. The choice is entirely yours but if you want to update automatically, tap the big blue button marked Continue. To update manually, tap the link underneath the button. Either way, you're taken to the next screen.

16 iCloud Keychain

iCloud Keychain stores information on your passwords and syncs them across your Apple devices. This makes it much easier to log into sites and services without typing your details every time. We recommend you tap Continue to use iCloud Keychain but if you choose not to, you can go back and set it up later in the Settings app. The choice is yours.

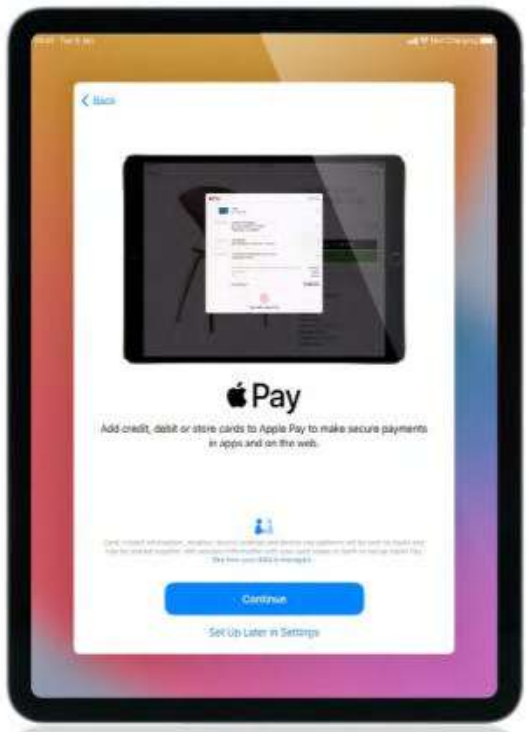


17 Sharing Audio

Now you can elect to share audio from Siri, HomePod and more. The data is sent anonymously and is only used to improve Apple's Siri and Dictation services. There are no privacy issues. Tap the About Improve Siri and Dictation link for more information. Tap Share Audio Recordings or Not Now to register your choice.

18 Apple Pay

Another feature to set up now or skip and do later is Apple Pay. Setting up Apple Pay involves adding credit or debit cards, so you can use them to pay for goods and services directly from your iPad. To set it up now, tap Continue and follow the on-screen instructions to set up your Apple Pay, or you can set up the service in the Settings app later.

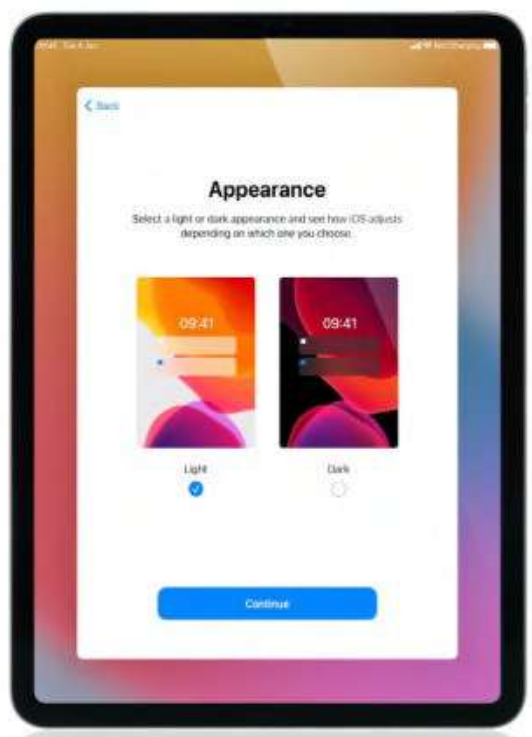


19 iPad & App Analytics

The iPad and App Analytics screens are straightforward. They ask if you want to share diagnostic information first with Apple and then with third-party app developers. You can change your decisions later, in the Settings app. Go to Privacy > Analytics and customise what you want to share. For now, tap the button or the link to continue.

20 Light or Dark Mode

Now it's time to choose whether you set your iPad to appear in Light or Dark Mode by default. Whichever you decide, you can change it later in the Settings app. There then follows a series of 'tips' screens; read and tap Continue on each. You then see a screen saying 'Welcome to iPad'. Tap Get Started at the foot of the screen and you're done.



Reset to Factory Settings.

If your iPad came second-hand, you might need to wipe it clean before setting it up again. Here's how it's done.

Open the Settings app, tap General in the left-hand column. Scroll down to the bottom and tap Reset. On the next screen, tap the second option; Erase All Content and Settings. When prompted, enter the iPad's passcode. If your iPad came second-hand, you might need to get this from its previous owner. A pop-up window appears; tap Erase.

Another pop-up window appears; again, Tap Erase. If your iPad is still signed in to its previous owner's Apple ID, you need to enter the password for his or her Apple ID in order to sign it out before resetting. Obviously, you'll need to get this from the iPad's previous owner. Enter the password and the iPad restarts; erasing all content and settings.

iPadOS and Apps
Stay Current

Apple regularly releases updates to its operating systems and iPadOS is no exception. If you haven't yet updated to iPadOS 14, follow this guide. If you have, keep this tutorial handy for when Apple updates the operating system.

System Requirements.

If you want to update to iPadOS 14, your iPad must be one of the following. To find out which iPad you have, go to https://apple.co/35mb9oe.

12.9-inch iPad Pro
11-inch iPad Pro
10.5-inch iPad Pro
9.7-inch iPad Pro

iPad Air *(3rd generation)*
iPad Air 2

iPad *(7th generation)*
(6th generation)
(5th generation)

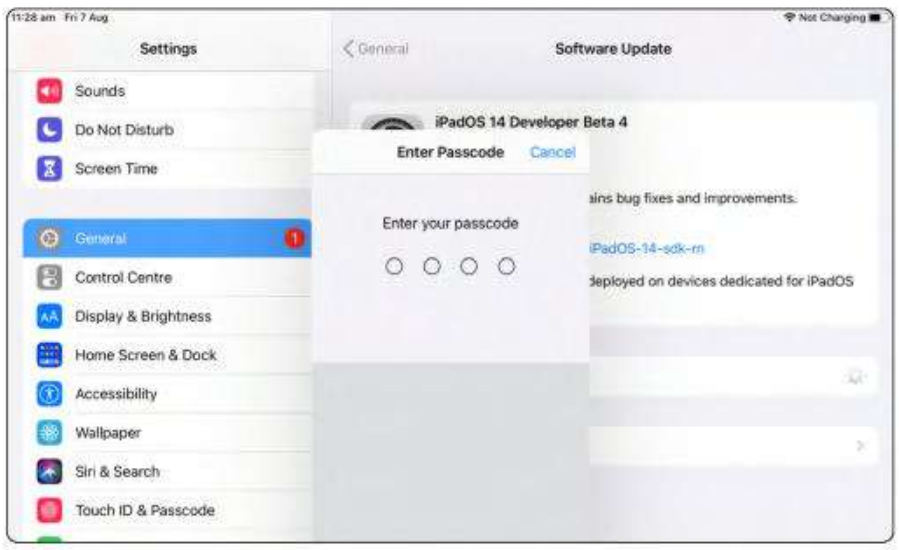
iPad mini *(5th generation)*
iPad mini 4

Auto Updates.

To download and install updates automatically, open Settings and go to General > Software Update > Customise Automatic Updates. On this screen, you can choose to automatically download iPadOS updates and/or install them automatically overnight. To do either, your iPad must be connected to a Wi-Fi network.

1 When there's a new version of iOS, the Settings app icon on the Home screen is badged with a number in a red circle. Open it, and from the next screen, look for the General link and then tap it.

2 In General, tap Software Update. Your iPad checks with Apple to see if there is a newer version than the one you're currently running. If there isn't, you're told you are up to date but if there is, you can install it now.



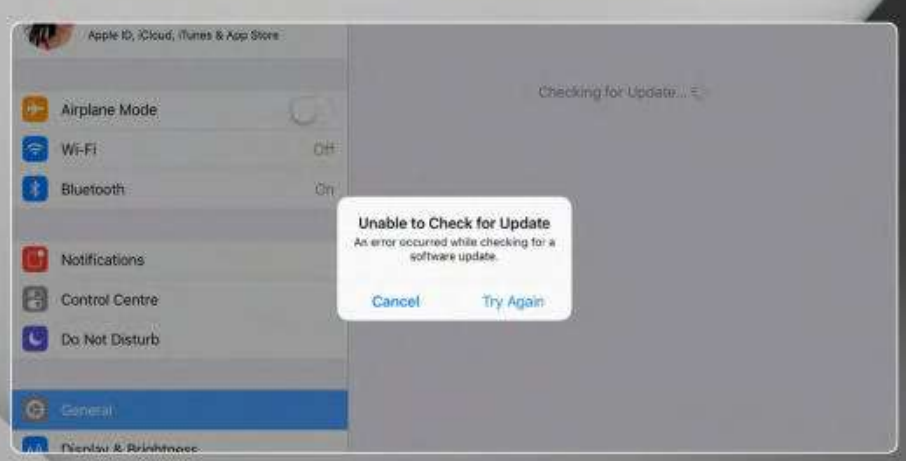
3 If an update's available, tap Install Now. Plug your iPad into a mains power supply if the battery's low. After entering your passcode and agreeing to Terms and Conditions, the update downloads to your iPad.

11:54
Friday 7 August
How to copy and paste
Top Stories
Government threatens 'maritime assets' to deter migrants as more than 100 intercepted today
The Vogue 25: Meet The Women Shaping 2020
Spotlight

4 When it's finished, tap Install Now to begin the installation process. The update installs and your tablet restarts; don't turn it off whilst this is going on. After the restart, you must enter your passcode, when prompted, and agree to Terms and Conditions. Then you're ready to enjoy your new version of iPadOS.

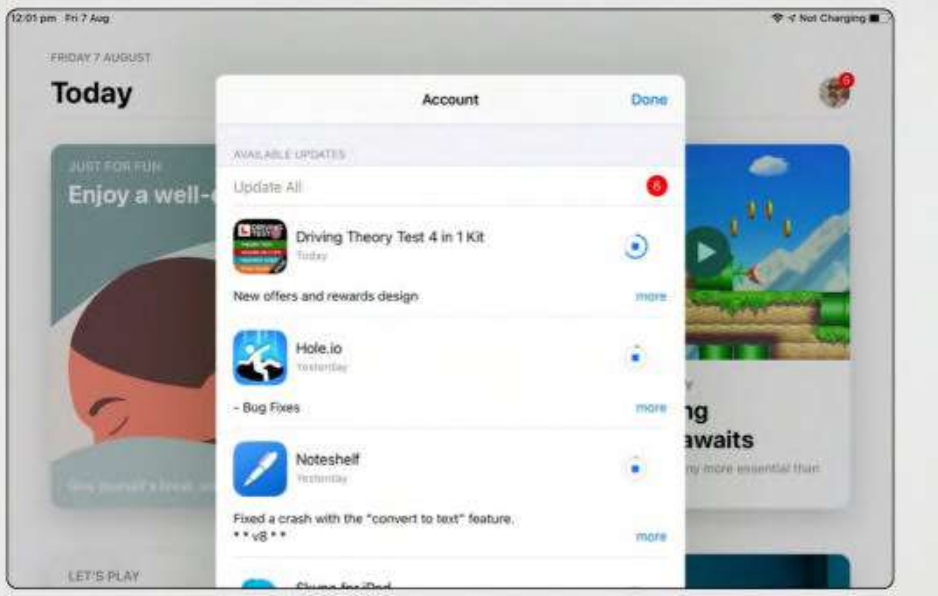
Software Update Failed.

When a new version of iPadOS is released, Apple's servers can become overloaded with people trying to download it and update their tablets. If you see this message, saying the new software cannot be downloaded at the present time, try again at a later date.

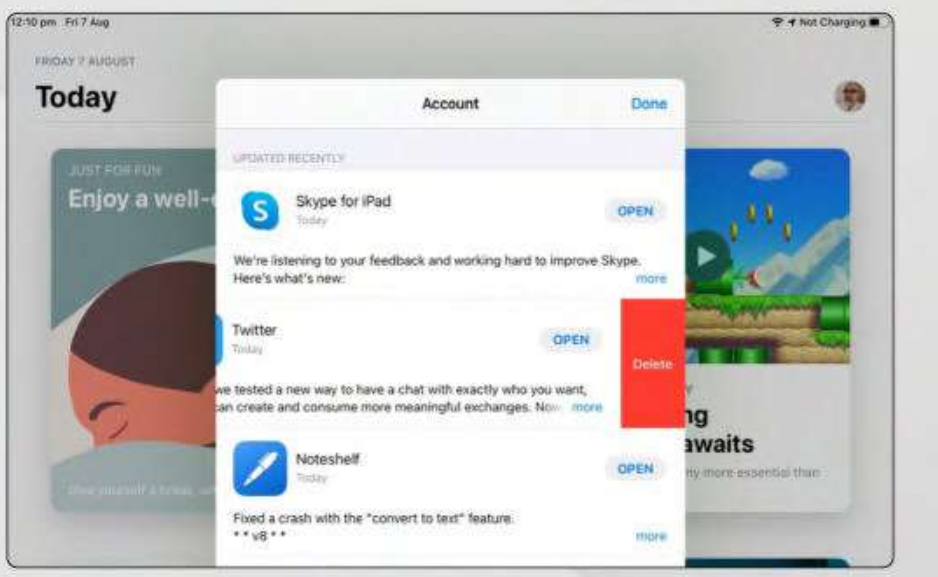


Updating Apps.

1 If you have app updates to install, the App Store, on the Home screen, is badged with a number. Open it, then tap your Accounts icon in the top right (also badged) to see a list of apps that have been updated.



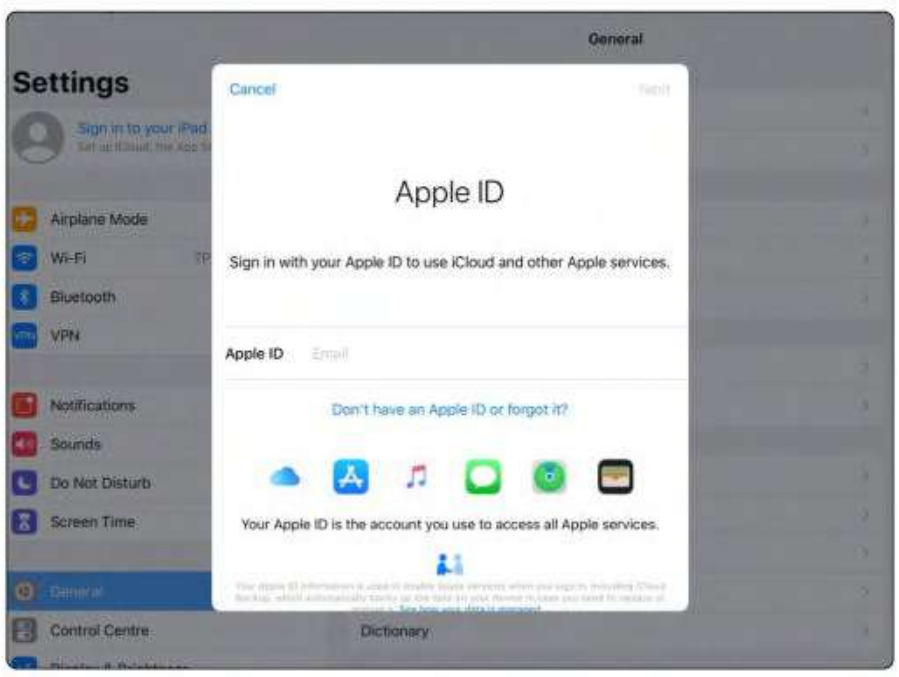
2 Scroll up to see the Available Updates. Tap an app to see what's new. Update an app by tapping its Update button or tap Update All to update all at once. Progress is shown in a circle; tap it to pause or continue an update.



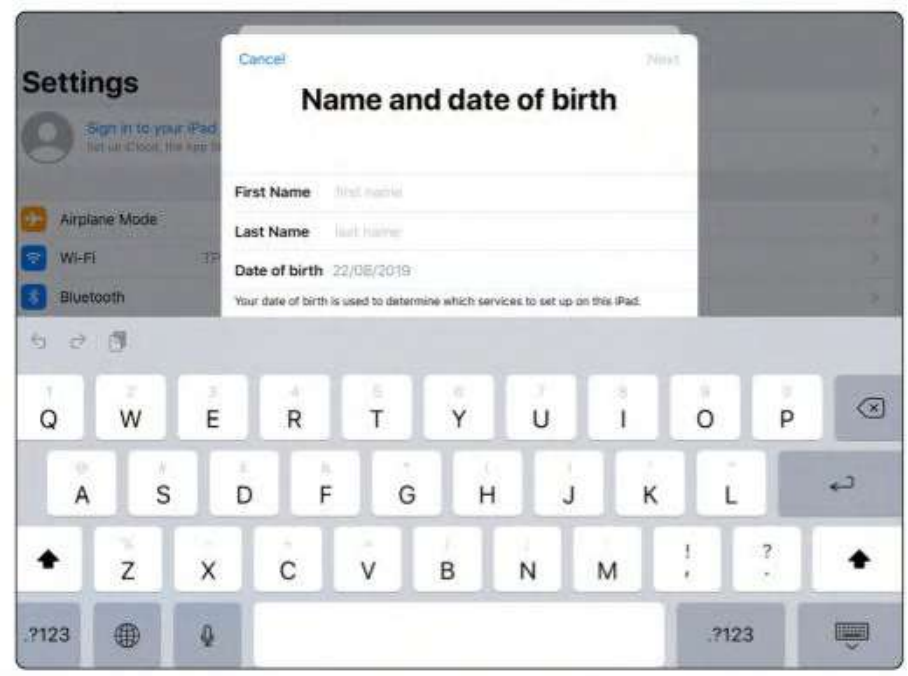
3 When your apps have finished updating, you can tap the Open button that has replaced the Update link to launch that app directly from the Updates screen. You can also swipe the app left for a Delete button.

Your Apple ID
How to Set it Up

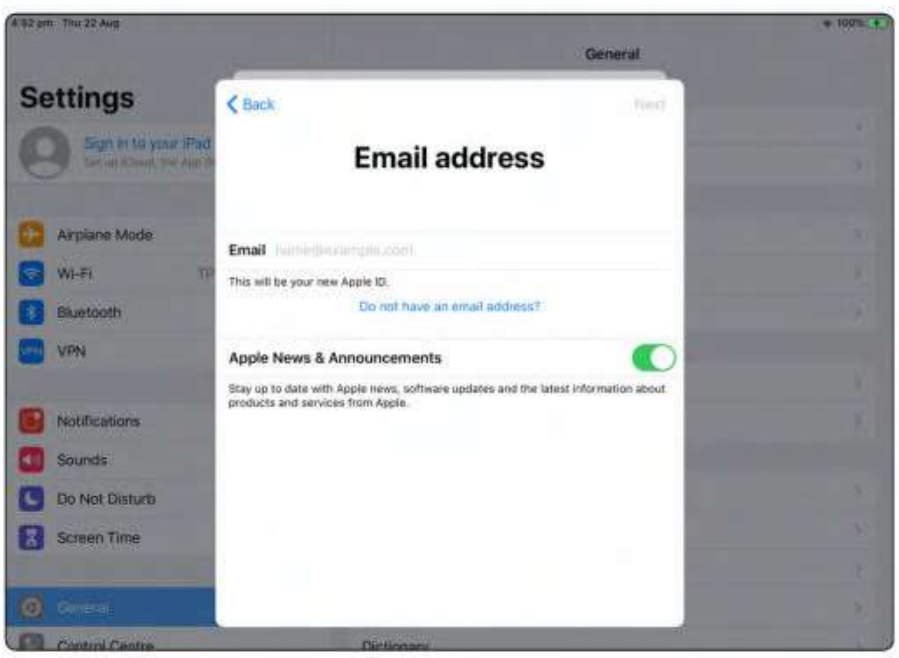
If you didn't register for an Apple ID during the initial setup of your iPad, you can set one up whenever you please, directly from the Settings app. If you want a new one, sign out with your old one and follow this guide. Either way, you'll soon be up and running with an all-important Apple ID.



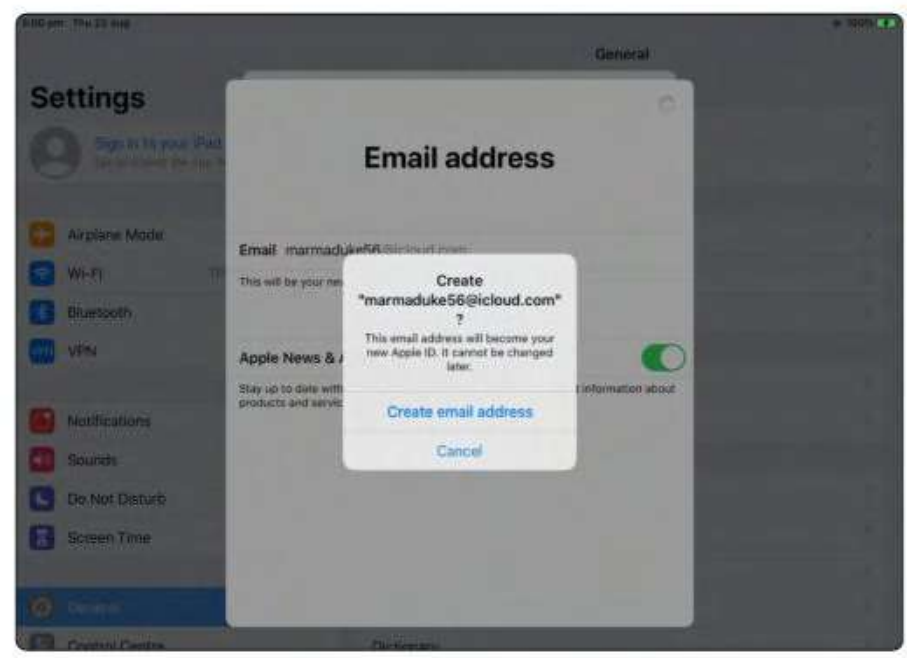
1 Open Settings from the Home screen and scroll to the top of the left hand column. Tap 'Sign in to your iPad' right at the top of the list, then in the pop-up window, tap 'Don't have an Apple ID or forgot it?'


Settings
Cancel
Name and date of birth
First Name
Last Name
Date of birth 22/08/2019
Your date of birth is used to determine which services to set up on this iPad.
Airplane Mode
Wi-Fi
Bluetooth
Q W E R T Y U I O P
A S D F G H J K L
Z X C V B N M
.?123
.?123

2 Tap 'Create Apple ID' in the next window and then, when instructed, enter your first name, last name, and date of birth. When you've entered these details, tap Next in the top right to move on to the next step.



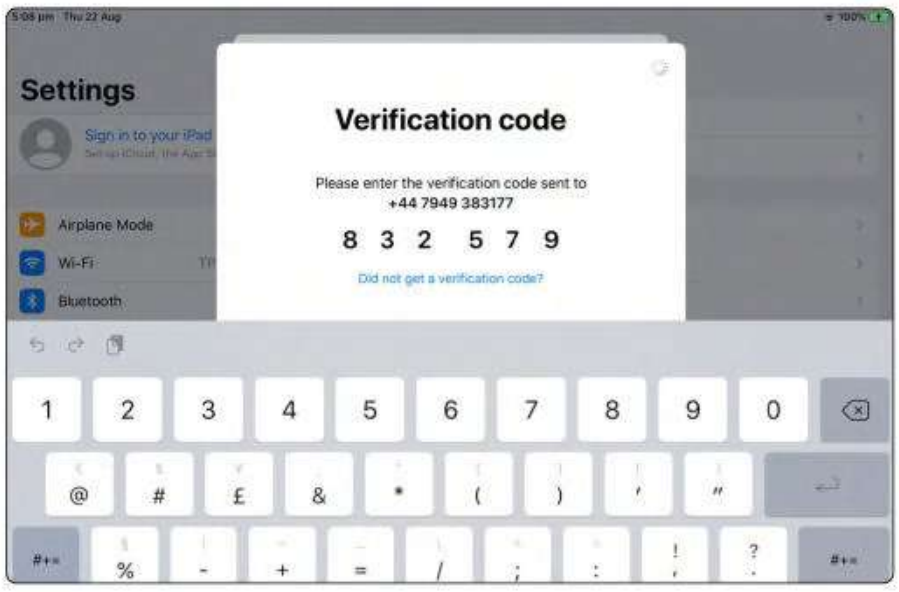
3 Next, you're asked whether you want to use your current email address (if you have one) for your Apple ID, or get a free iCloud email address by tapping the 'Do not have an email address?' link. Choose one and tap Next to continue to the next step.



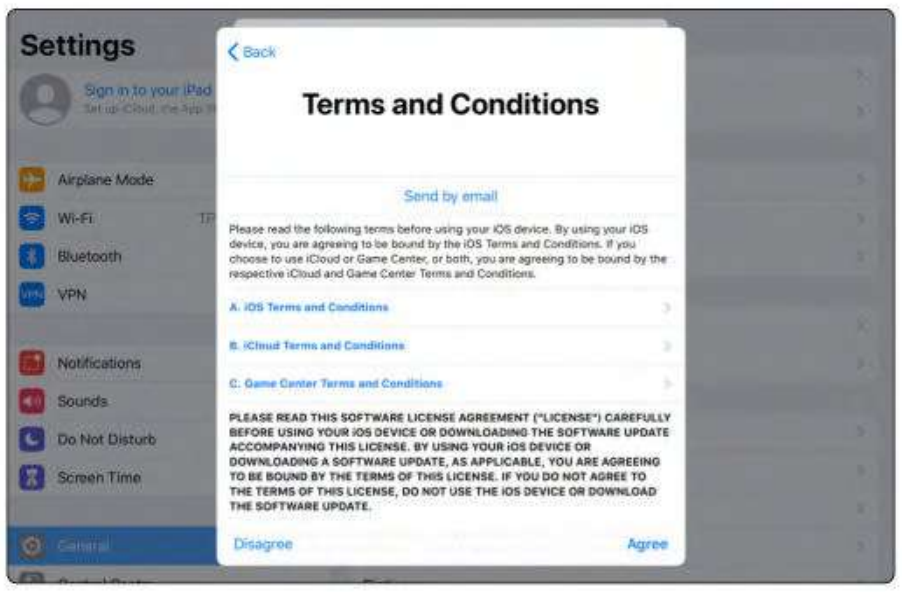
4 If you chose to get a new iCloud address, you're asked to complete your email, which ends '@icloud.com'. It may take a few tries before you find one that hasn't already been taken by other Apple users but when you do, accept it by tapping Continue.

5 Now choose your password. As stated on the screen, it must be at least eight characters long, and include at least one number, one upper case (capital) letter and one lower case letter. Make it something you can easily remember.

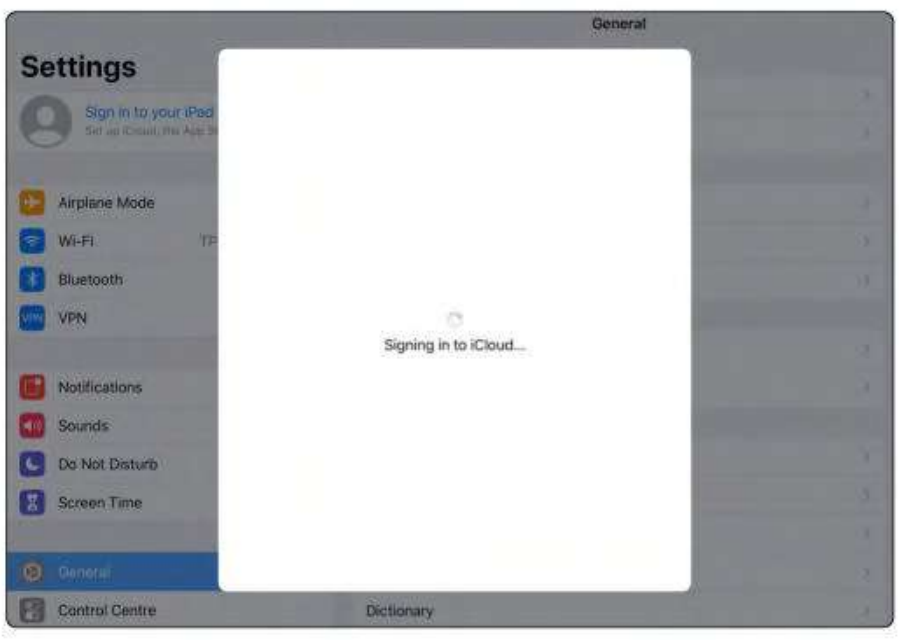
6 Apple needs your phone number, so you can be contacted via a call or text message to confirm your identity. The country field should already be filled but tap it to change if necessary. Enter your number; we suggest you use your mobile.



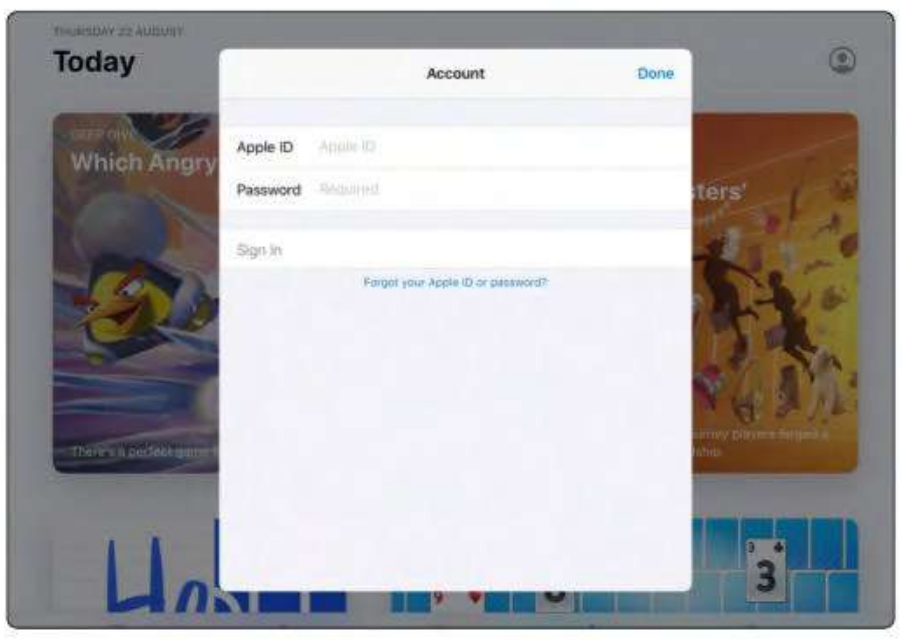
7 Tap Next, then enter the six figure verification code that's sent to your mobile phone (or given to you in a call, if that was your preferred choice). When you enter the last digit, you automatically proceed to the next step.


Settings
Back
Terms and Conditions
Send by email
Please read the following terms before using your iOS device. By using your iOS device, you are agreeing to be bound by the iOS Terms and Conditions. If you choose to use iCloud or Game Center, or both, you are agreeing to be bound by the respective iCloud and Game Center Terms and Conditions.
A. iOS Terms and Conditions
B. iCloud Terms and Conditions
C. Game Center Terms and Conditions
PLEASE READ THIS SOFTWARE LICENSE AGREEMENT ("LICENSE") CAREFULLY BEFORE USING YOUR iOS DEVICE OR DOWNLOADING THE SOFTWARE UPDATE ACCOMPANYING THIS LICENSE. BY USING YOUR iOS DEVICE OR DOWNLOADING A SOFTWARE UPDATE, AS APPLICABLE, YOU ARE AGREEING TO BE BOUND BY THE TERMS OF THIS LICENSE. IF YOU DO NOT AGREE TO THE TERMS OF THIS LICENSE, DO NOT USE THE iOS DEVICE OR DOWNLOAD THE SOFTWARE UPDATE.
Disagree
Agree

8 It's now time to agree to the terms and conditions. You can read them all if you want, or tap the 'Send by Email' link to have them emailed to you. You can just tap Agree, and again in the pop-up window, to continue.



9 Your iPad now signs into iCloud with your newly created Apple ID. It might take a while. When it's done, you must enter your iPad's passcode, the one you use to unlock it on the lock screen. Your iPad is then signed into iCloud.

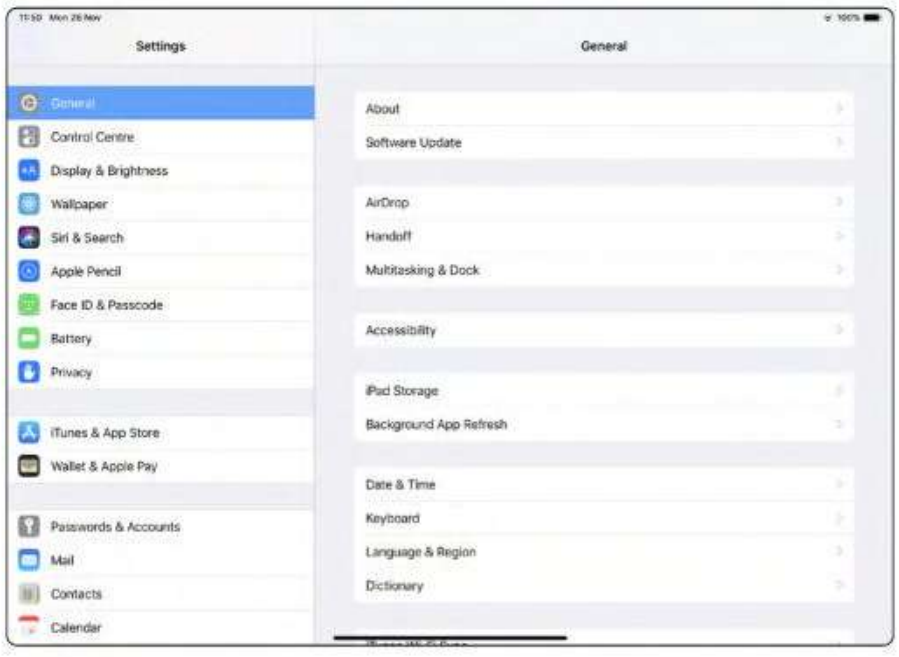


10 Open the App Store app and tap the silhouette icon (or your account's photo, if you've added one) in the top right. A pop-up window invites you to sign in to the App Store using your new Apple ID: do so. In the next window, tap Review and enter your final details.

Face ID or Touch ID
Unlock Your iPad

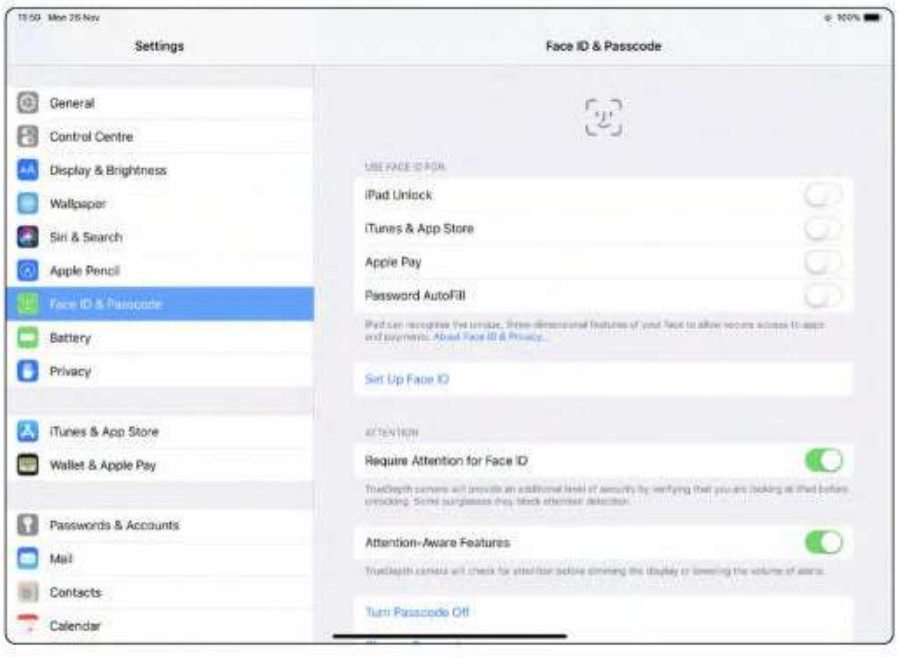
iPads have a great way of verifying who you are, to unlock your tablet, make purchases and more. If your iPad has a Home button, you use your fingerprint. If it doesn't, you simply hold it up to your face, which is then scanned by Face ID. Here's a guide to setting up whichever feature you have on your iPad.

Setting Up Face ID

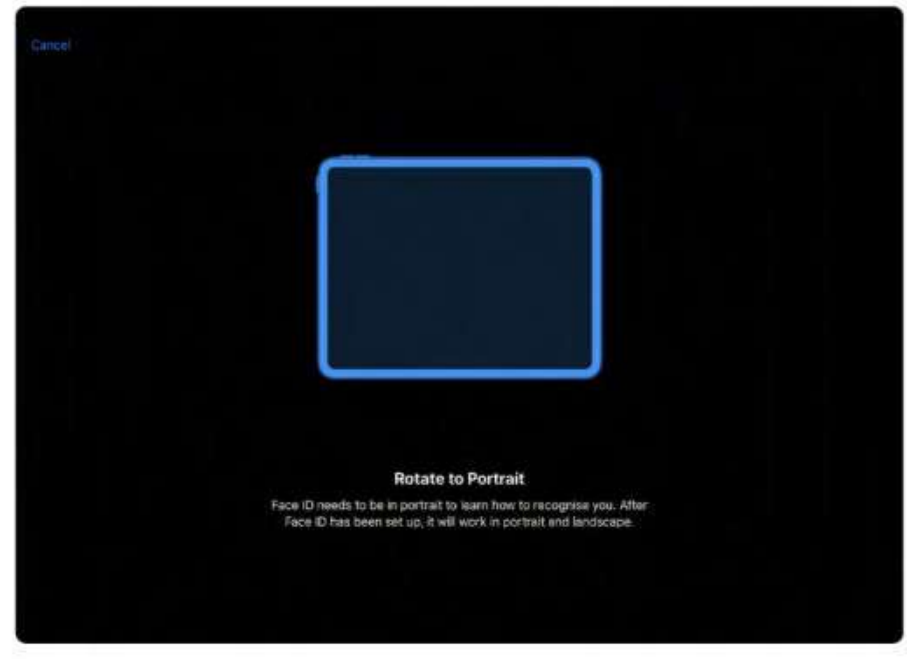


1 Open the Settings app and scroll down the list of apps and features until you get to the one called Face ID & Passcode. Tap it to open these settings.

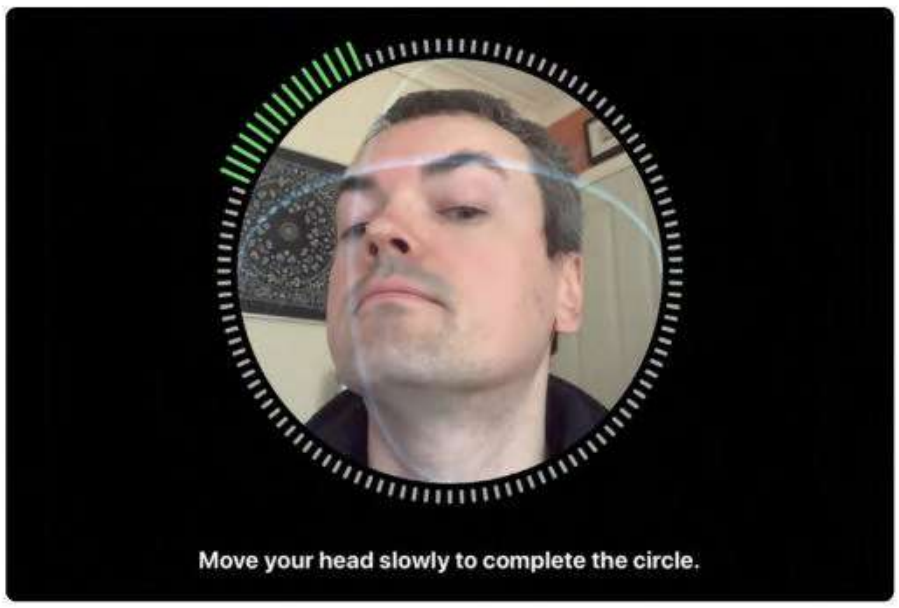
2 If you've set up a passcode on your iPad, whether four-digit, six-digit or alphanumeric, you must enter it now to get to the main Face ID settings screen.



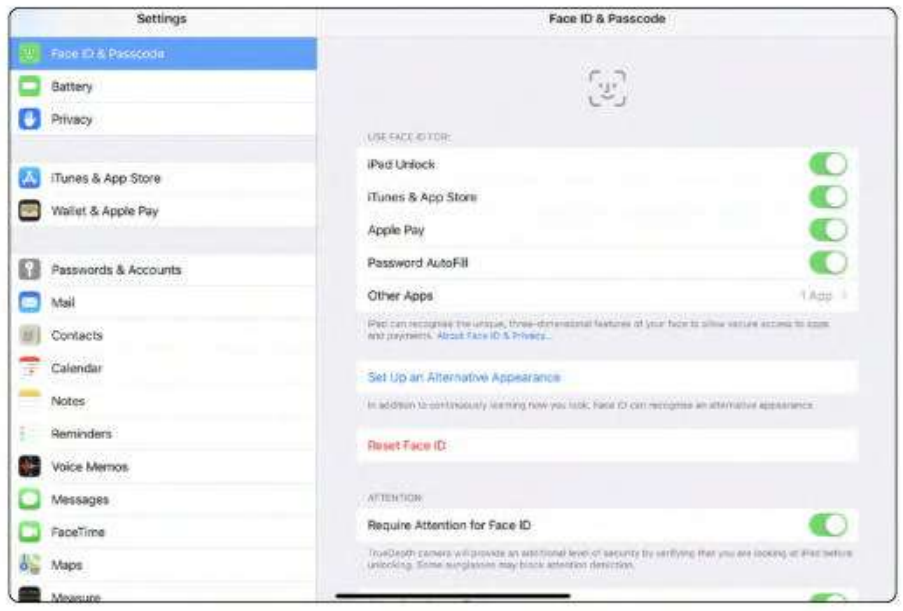
3 Tap Set Up Face ID and on the next screen read the instructions; then tap Get Started. You can add two faces to Face ID.


Cancel
Rotate to Portrait
Face ID needs to be in portrait to learn how to recognise you. After Face ID has been set up, it will work in portrait and landscape.

4 Make sure the iPad is in portrait mode, then position your face within the frame. Move your head in a circle until the small white lines go green.



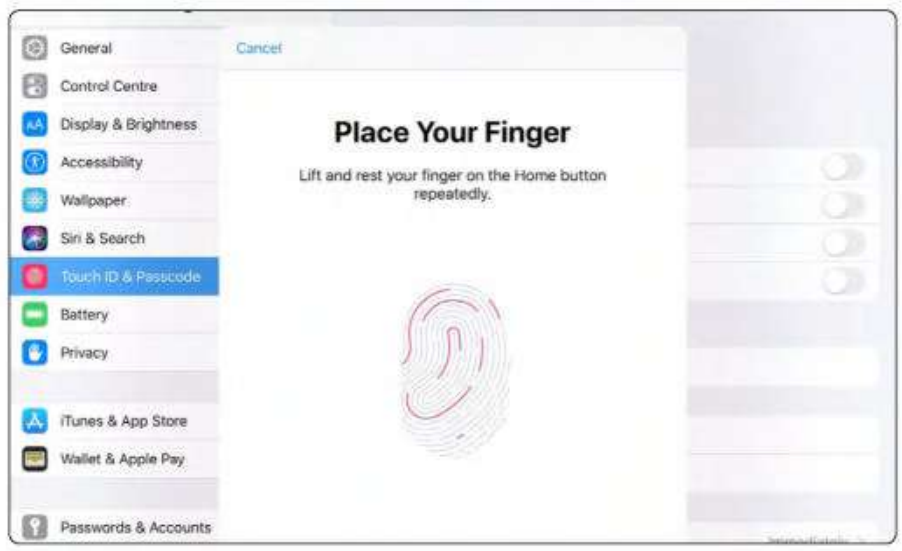
5 Tap Continue. You're then asked to do exactly the same thing again, moving your head in a circle once more. Do so to complete the second scan.



6 Your face is now registered with Face ID. Tap Done to return to the Settings screen, where you can configure Face ID to your own personal requirements.

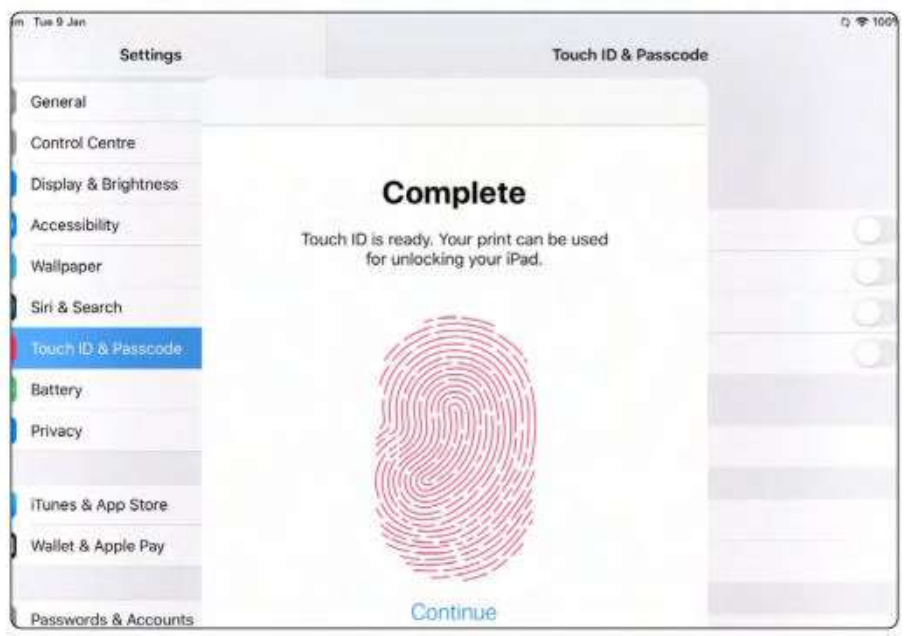
Setting Up Touch ID

1 From the Home screen, open the Settings app and select Touch ID and Passcode. If you've set up a lock screen passcode on your iPad, you have to enter it here to proceed. Do so and you're taken to the next screen showing Touch ID & Passcode options.



2 Tap the Add a Fingerprint link. You can then add a new fingerprint, or additional fingerprints, for other users. A window pops up, inviting you to place your finger on the Home button sensor. Choose which finger to use, and then do so.

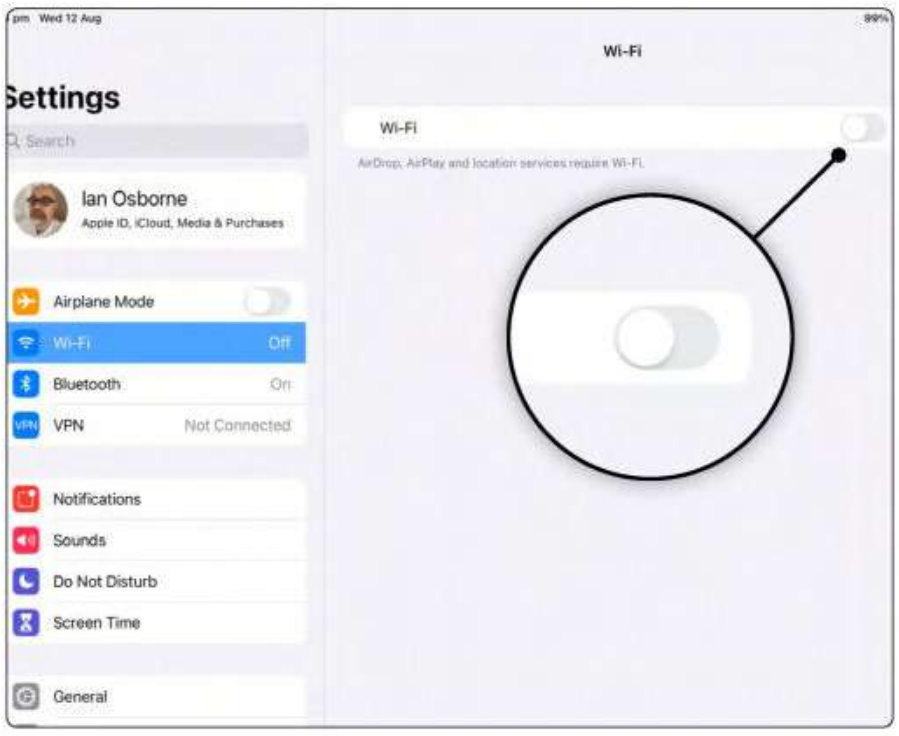
3 Place your finger on the touch sensor (Home button). You're asked (via an on-screen message) to lift your finger and then place it back on the Home button, until all the grey fingerprint lines are red.



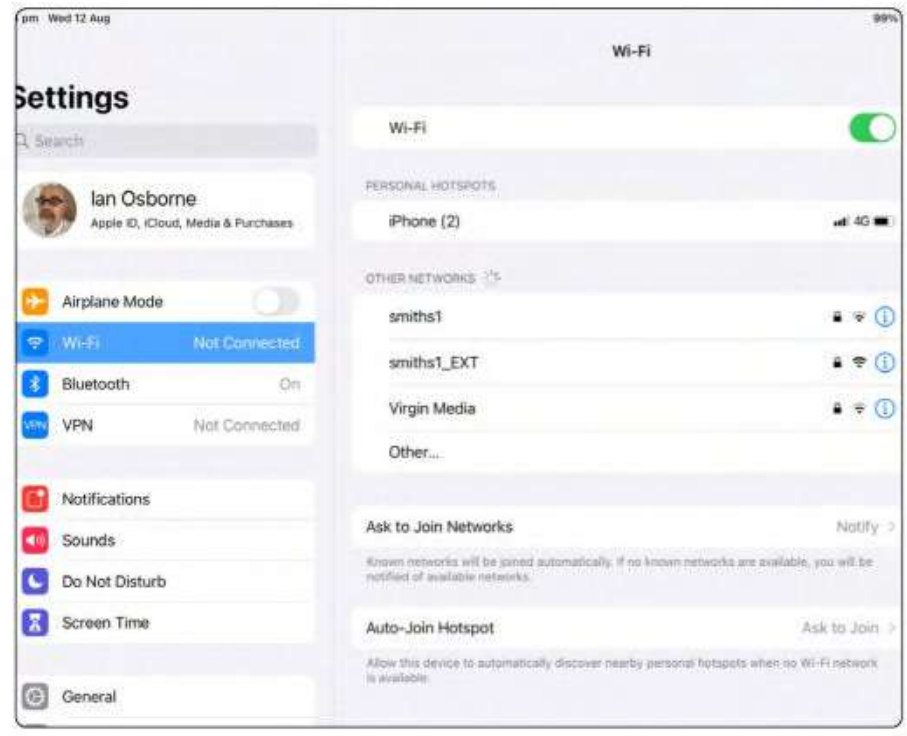
4 You're asked to adjust your grip. Scan the outer edges of your finger to finish. The options listed under Use Touch ID For are on by default, but you can turn them off individually. Add more fingerprints by tapping Add a Fingerprint...

Internet Access
Start Surfing

The Internet is a major part of your iPad experience and might well be one of the main reasons you chose to buy a tablet computer. Here's how to get online with your iPad, using either a Wi-Fi network or a data connection.



1 To turn on Wi-Fi, go to Settings > Wi-Fi and turn Wi-Fi on (or you can use the Control Centre; see Control Centre tutorial), after which, the iPad searches for all networks in range of your device.



2 If you're at home, pick your home network from the list and enter the security details to be allowed access. Take care to enter your password correctly, making sure, for example, that you don't confuse the letter 'O' and a zero.

3 If you are in a public hotspot, maybe at a cafe or a hotel, it's very unlikely to have security so you can just connect. You probably need to find out the login details from whoever is providing the Wi-Fi service.

4 From now on, whenever you are in range of this Wi-Fi service, the iPad automatically connects to it without you having to input a password again. If more than one is in range the iPad rejoins the last network it joined.

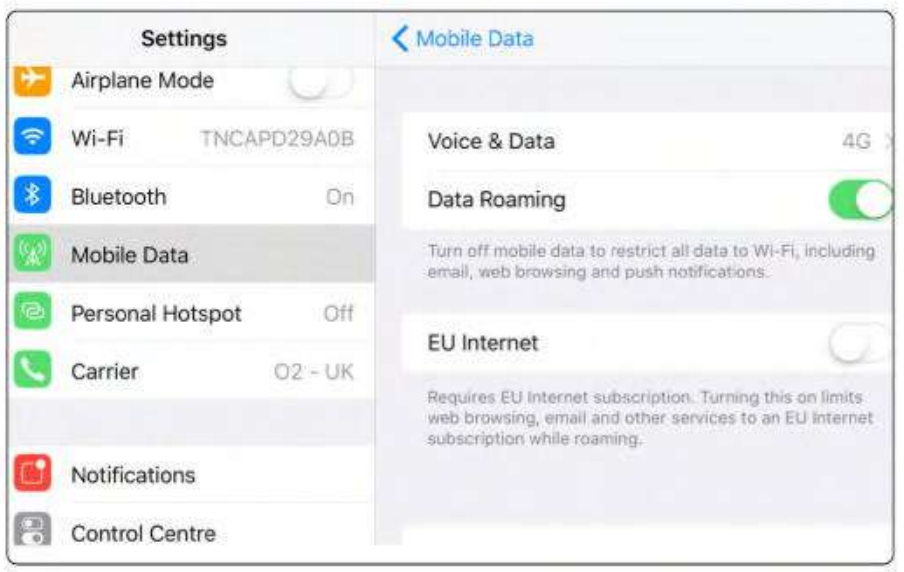
3:17
Wednesday 12 August
Wi-Fi Password
Do you want to share the Wi-Fi password for "House_of_Felix" with Alyssa Falcon?
Share Password

5 You can share Wi-Fi passwords between devices running iOS 11 or later. Just go to the password screen on the device you want to take onto the network and a prompt appears on a nearby iOS device that's already connected. The other device must be unlocked.

6 If your iPad keeps connecting to a network you no longer want, go to Settings > Wi-Fi and tap the 'i' next to the network in question. Now tap 'Forget this Network'. If you want to use it again, you have to re-enter its password to rejoin the network.

Joining a 4G or 3G Network

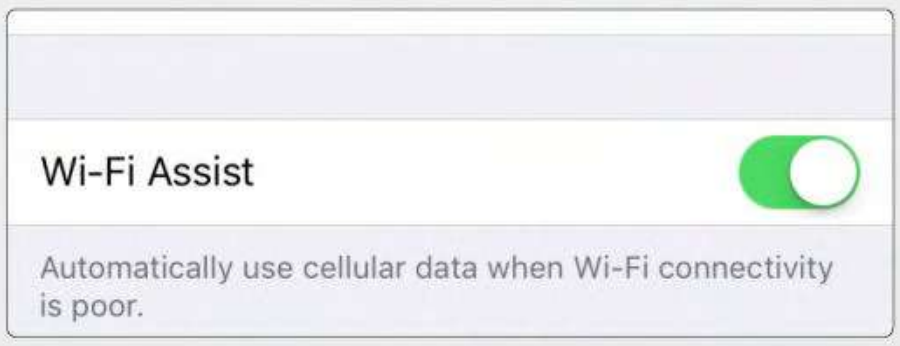
1 When the iPad connects to the Internet using the mobile data network, you see the 3G, EDGE or GPRS icon in the status bar. If you travel outside your usual mobile network coverage, you can use 3G by turning Data Roaming on: Settings > Mobile Data > Mobile Data Options.



2 Roaming charges may apply. To avoid these charges turn Data Roaming off. You can monitor your mobile network data usage by going to: Settings > Mobile Data and see Mobile Data Usage. Settings may vary depending on the carrier in question.

Wi-Fi Assist.

You can set up your iPad to ignore weak wireless signals, sticking to a mobile connection instead. If you connect to a Wi-Fi network but the signal drops, it automatically switches to mobile data. Go to Settings > Mobile to switch it on. Obviously, this doesn't apply to Wi-Fi only iPads, as they don't have mobile connectivity.



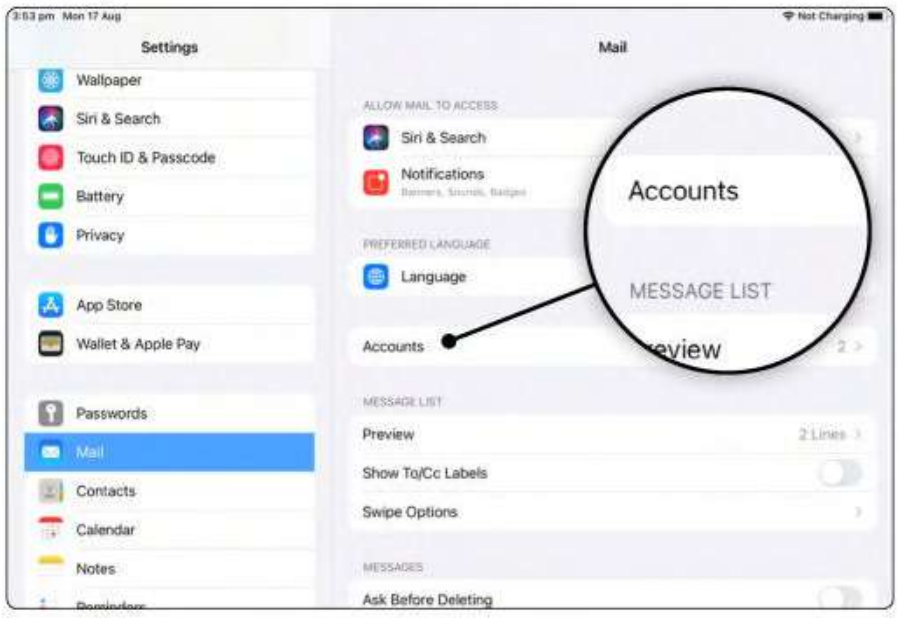
Checking Wi-Fi Strength.

There is a Wi-Fi indicator on the status bar at the top of the screen, depicting the signal strength. The more bars visible, the stronger the signal.

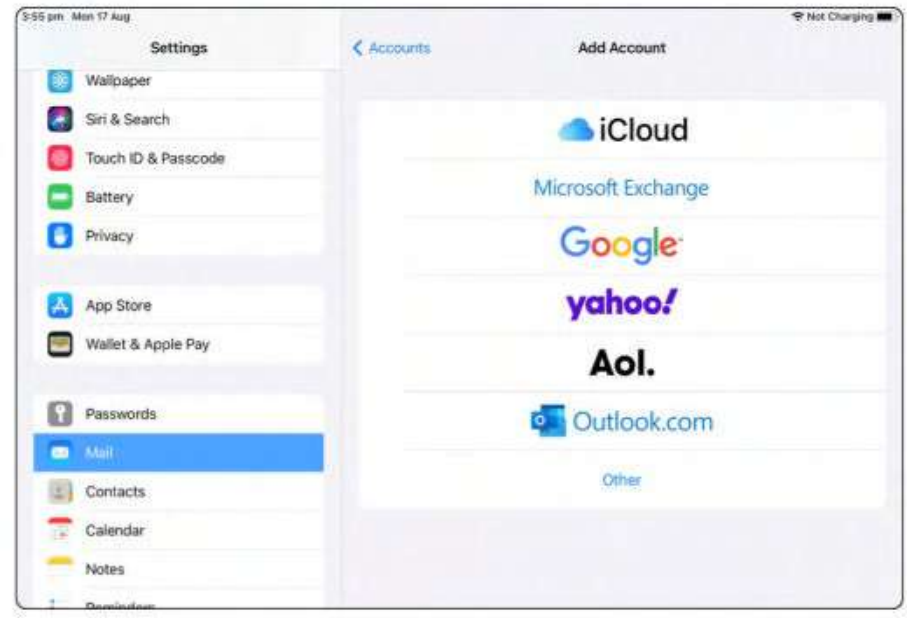
Setting Up Email
Configure it

Your iPad can send and receive email but first you must set up your email accounts. This is how to do it whether you're using an iCloud account, a free web account or one from the company that provides your Internet service.

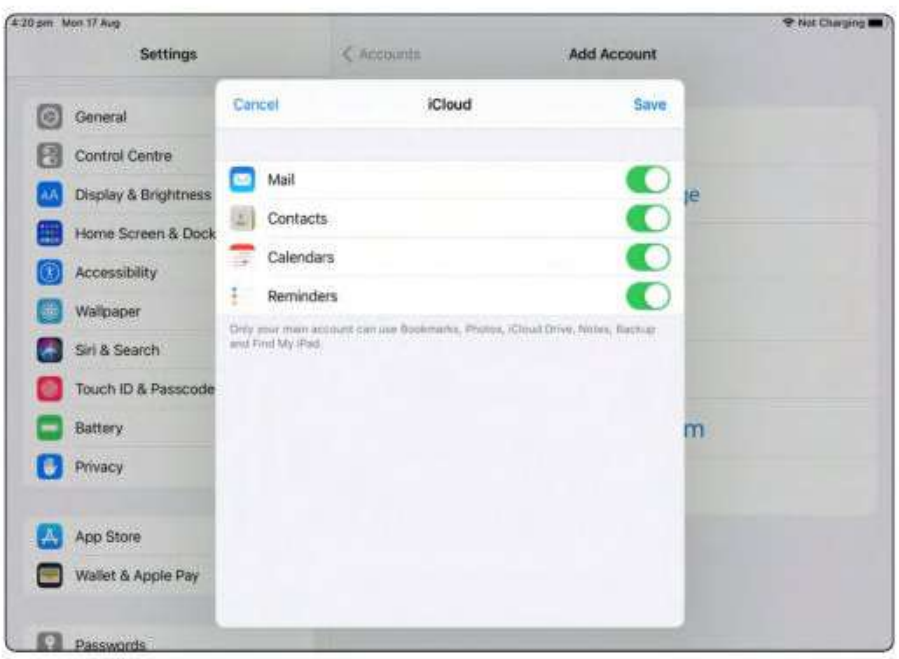
Set Up iCloud Mail



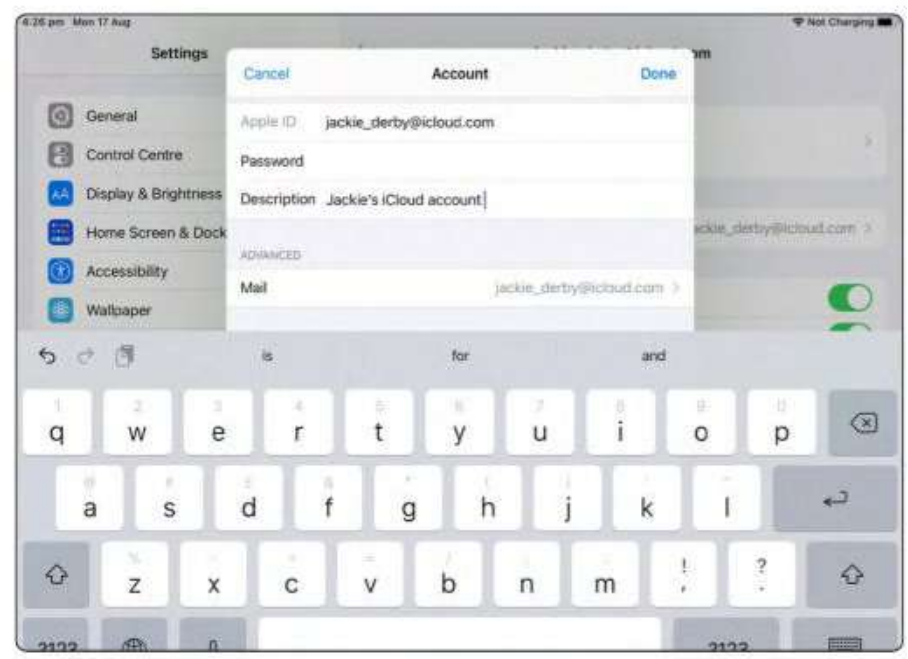
1 Tap the Settings icon located on the Home screen of your iPad and scroll down on the left side panel and select the Mail option. From here, tap the Accounts option and then tap the Add Account link to start adding a new account on your iPad.



2 Your Apple ID's iCloud email is likely already signed in; when you first set up. If you want to add another iCloud email account, tap the iCloud link and enter the Apple ID and password. Tap Next to automatically verify your details.



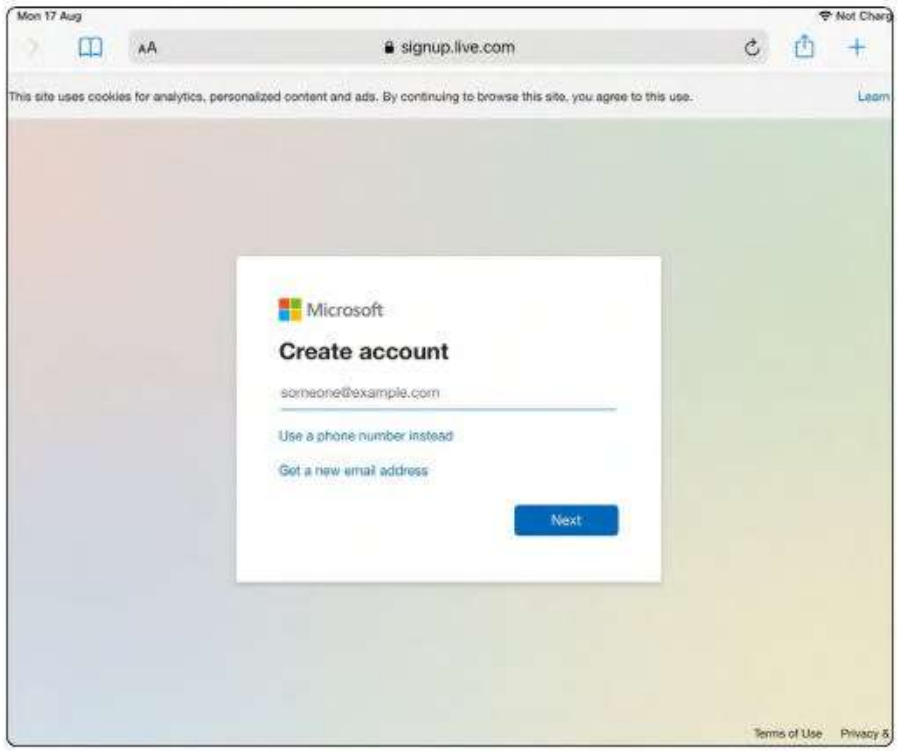
3 You're taken to an options screen and asked what apps you want to sync over iCloud. Some apps and features, such as bookmarks, Photos, iCloud Drive, Notes, Backup and Find My iPad aren't available with secondary accounts.



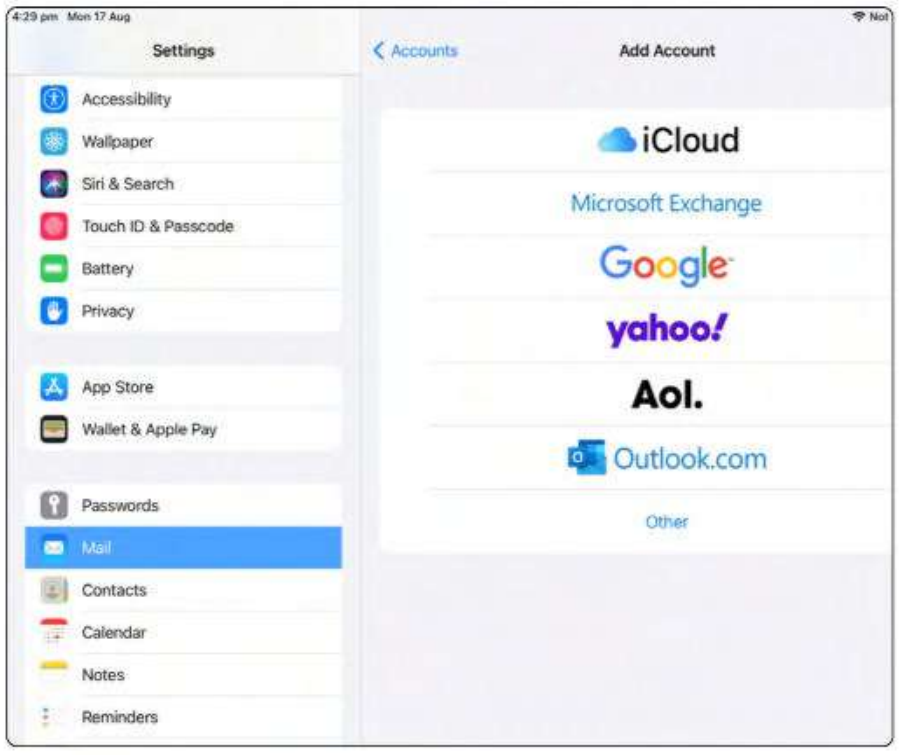
4 Tap Save and the account is added to your iPad. The new account now has a mailbox set up in the Mail app. If you go to Settings > Mail > Accounts, tap the new account and then tap Account. You can change its name (under Description) here.

Set Up Web-based Email Accounts

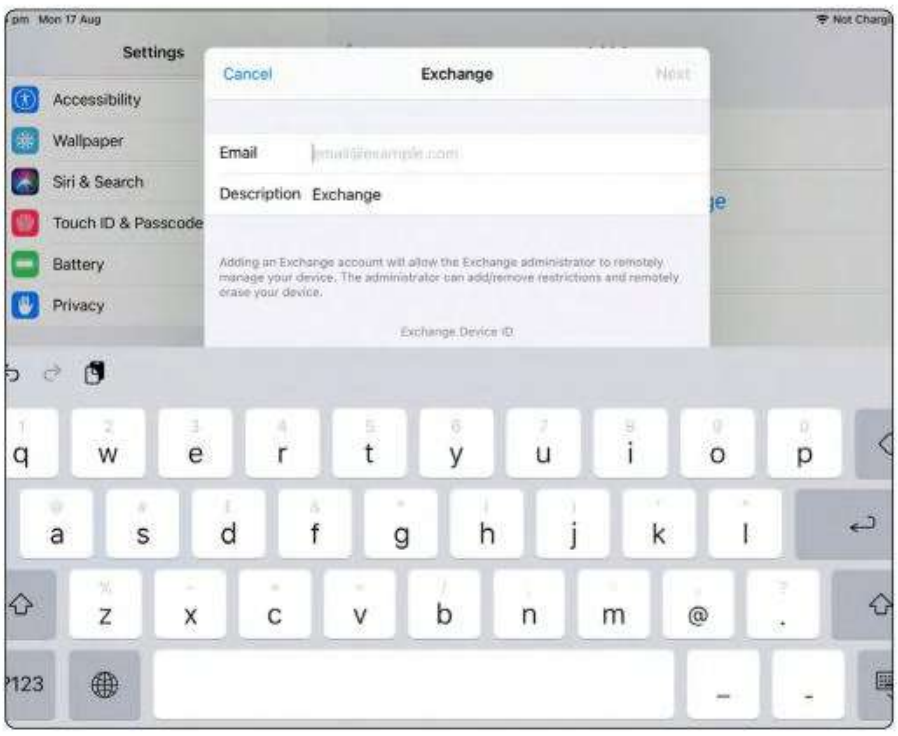
You can set up and use a variety of free, web-based email accounts in Mail, including Gmail, Yahoo, AOL or Microsoft Hotmail. Doing so is a little more complicated than setting up an iCloud account, but it's still not too difficult.


signup.live.com
This site uses cookies for analytics, personalized content and ads. By continuing to browse this site, you agree to this use.
Microsoft
Create account
someone@example.com
Use a phone number instead
Get a new email address
Next
Terms of Use
Privacy &

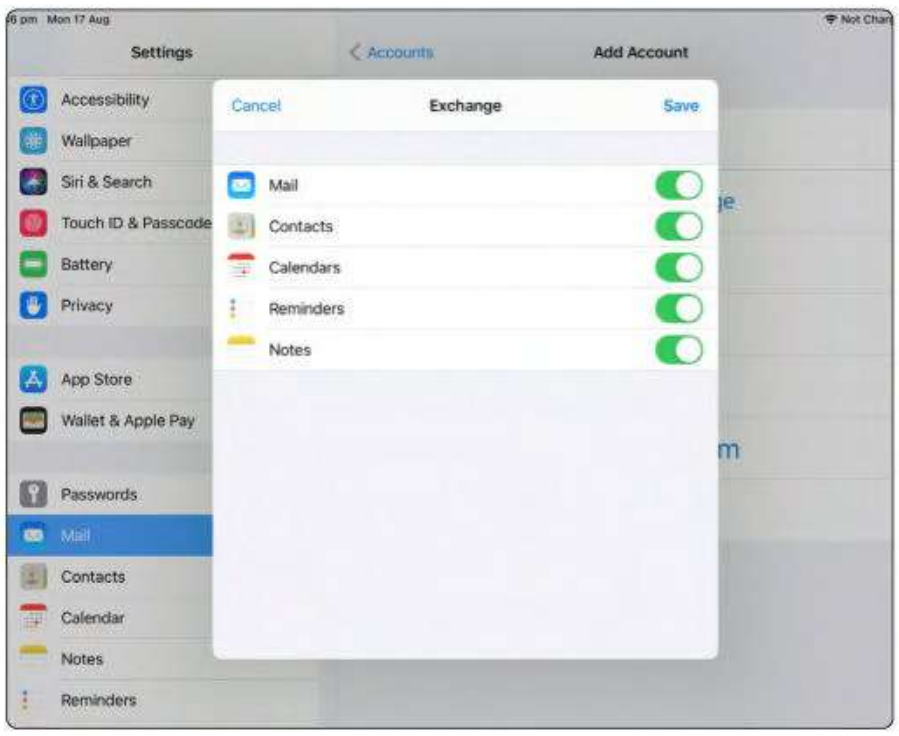
1 To access accounts from these email providers, you must have already set up an active account with one of them. To do this you need to visit their respective websites and follow the onscreen instructions, then come back to add the account to the Mail app.



2 Go to Settings > Accounts & Passwords > Add Account again and tap on the Gmail, Yahoo, AOL or Microsoft Outlook link. The process is the same and if you have more than one web-based email account, you can come back and add another later.



3 Follow the on-screen instructions, entering your email address (that's the one for the account you're registering with your iPad), password and any other details you're asked for. Agree to iPadOS getting access permissions, then move on.



4 You're asked to give iPadOS various permissions. If you can't modify these permissions while you configure your account, you can do so later by going back into Settings > Accounts & Passwords. Agree, and you're up and running with your new email account on your iPad.

Setting Up a Microsoft Exchange or Other Email Account.

To start the process of collecting email on your iPad if your account is hosted by a provider other than those listed on this screen, or hosted via Microsoft Exchange, you will need to tap either the Other or the Microsoft Exchange link respectively. You will have to visit the support website of your email provider and seek out their help in setting up either a POP or IMAP email account on your iPad. As these details are all different for each provider, we can, alas, only send you in their direction for help. Check the support section of their website, or their telephone helpline.

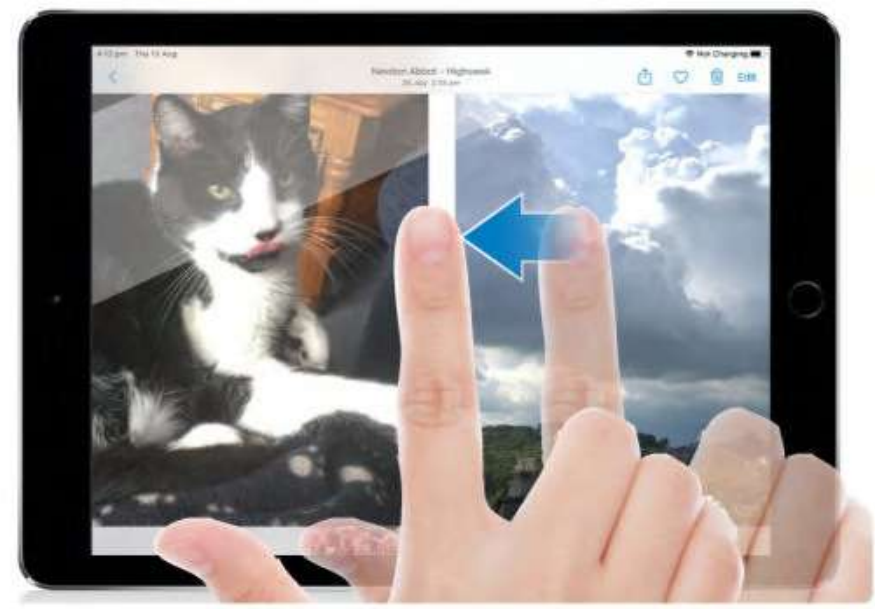
The Touchscreen
Clever Gestures

Your iPad's touchscreen knows when you have more than one finger touching the screen at once. This makes all sorts of useful gestures possible, such as rotating, pinching, spreading and more. Here's how they work.

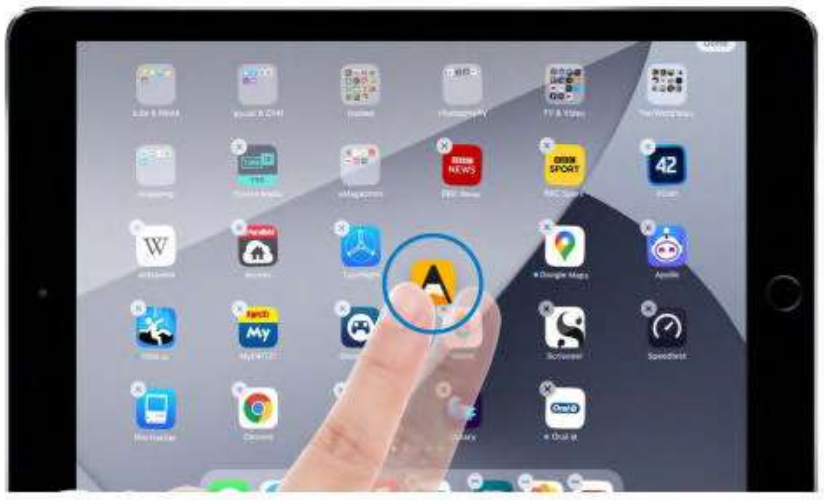
Touch
To activate items such as applications, to use the on-screen keyboard, or to press on-screen buttons, touch them with your finger. The touchscreen is sensitive to the tiny electrical charge in our bodies, so you don't need to press hard.

Touch and Hold
You can touch and hold an item on the screen by placing your finger it and not lifting that finger until an action occurs. This action depends on what you're touching; it could be a menu opening or an icon lifting off the screen and showing it's able to be moved.

Double-tap
Tap quickly twice on a web page, map, a photograph or other screen to zoom. Double-tap a section of a web page in the browser to zoom fit it to the width of the screen. Double-tapping a piece of on-screen text can highlight a single word too.



Swipe or Scroll
Menus and web pages you access on the iPad often require you to scroll. For example, in Photos, you swipe to scroll through your pictures. To swipe or slide, quickly move your finger across the surface of the screen, without pausing when you first touch it.



Drag

To drag items around the Home screen, touch and hold an item for a moment and when the pop-up menu appears, drag it into the required position without lifting your finger. Then to drop the item into that location, simply lift your finger. This works for dragging other items around the screen too, for example, reordering lists.

Twist to Rotate

In the Photos app, you can rotate a picture by placing two fingers on it and twisting them left, or right. The picture then follows the rotation of your fingers, turning clockwise or anti-clockwise. You can combine this with the pinch and spread gesture to zoom into, and out of the photo, while you rotate it.

Access Control Centre

To access the Control Centre, swipe in from the top right of the screen with a single finger. To get rid of it again, swipe diagonally towards the top left corner.

Opening the Siri Search Screen

On the Home screen, place one finger on the screen and swipe down. The Siri Search Screen opens and you can do a system-wide search across your iPad.

Pinch and Spread

To pinch or spread, place your thumb and forefinger on the screen and bring them together or move them apart. It's great for zooming into and out of photos and Maps.

Open Dock

To open the Dock, when in an app, swipe up from the bottom of the screen. Make it a small swipe, or you activate another feature. Close the Dock by swiping it down.

Moving Apps

To move apps around the Home screen (to reorder them), tap and hold any app icon until the pop-up menu appears. Now, either select Edit Home Screen or just drag it. The app icons wobble, and show an X. Rearrange them as needed. To stop them wobbling, either press the Home button, or tap Done in the top right corner.

The App Switcher

To access the App Switcher screen, either place all five fingers on the screen and pinch them together, or swipe up from the bottom of the screen and release when the apps appear. If you have a Home button, you can also press it twice. Tap an app to switch to it, and swipe an app off the top of the screen to close it.

Gestures for iPads with No Home Button

Swipe Up for Home Screen

On previous iPads, you could get to the Home screen by pressing the Home button. As the latest iPad Pros don't have a Home button, a new gesture is required. Simply swipe up from the bottom of the screen and the Home page is revealed.

Accessing Siri

Siri is another feature that previously required the Home button, so needs a new method of activation on the FaceTime iPad Pro. Press and hold the Top button until Siri appears. When you're done, tap the Side button again to close the feature.

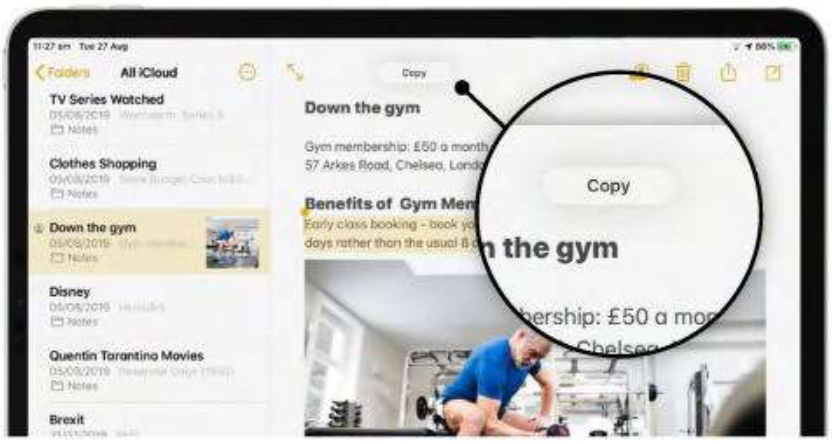
Restart Your iPad Pro

Holding the Top button now gives you Siri, so to restart your FaceTime iPad Pro you must press and hold both the Top button on the right and the Volume down button. This familiar screen appears, from where you shut down your iPad with the slider.

Swipe for the App Switcher

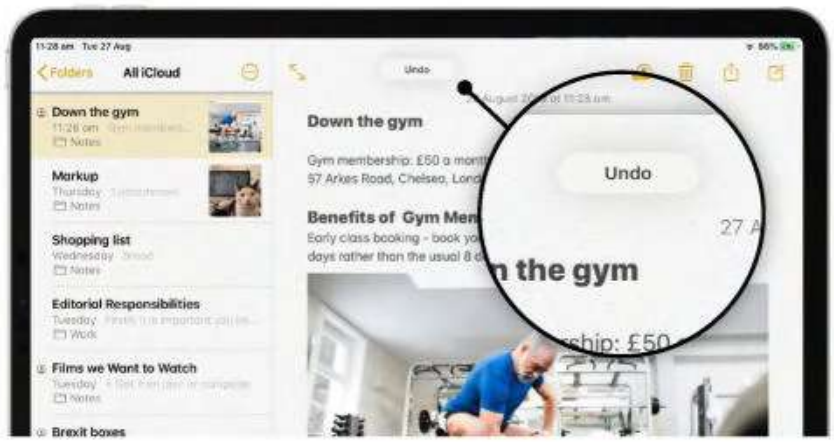
You can no longer access the App Switcher with a double-tap on the Home button, for obvious reasons. The other two methods outlined above work instead; pinch with five fingers or swipe up from the bottom of the screen until it appears.

Gestures for Editing



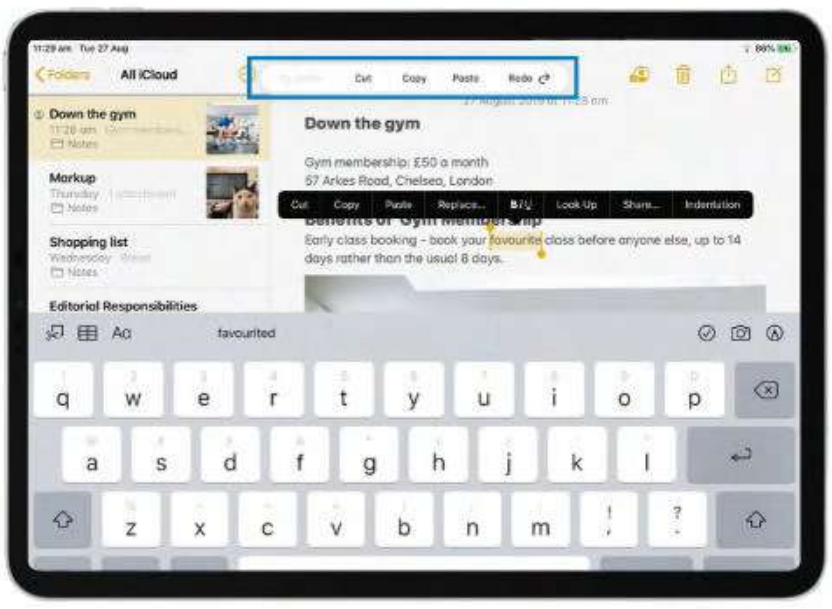
Cut, Copy and Paste

There are three new editing gestures, all of which use three fingers. After carrying out one of these gestures, a small window appears telling you what you've done. The gestures are Copy: three-finger pinch; Cut: three-finger double pinch; Paste: three-finger spread.



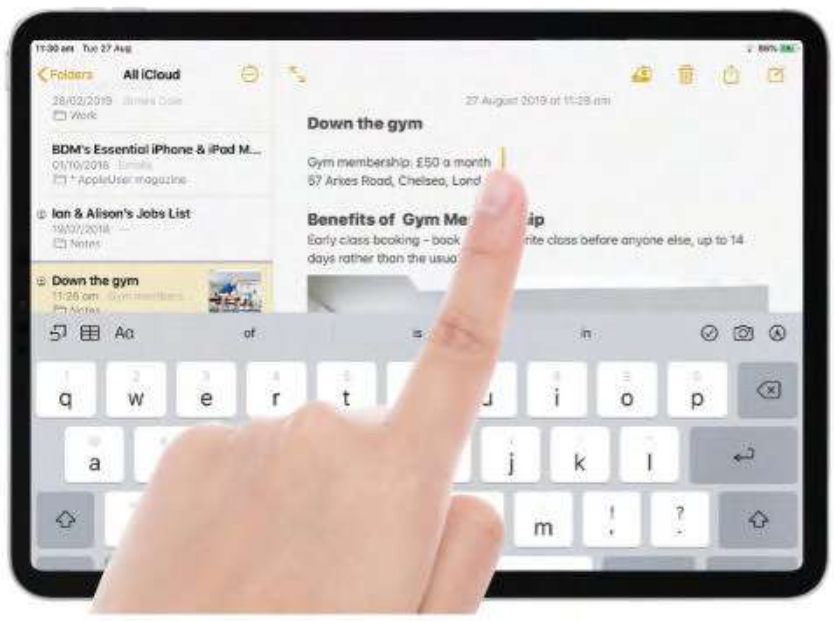
Undo and Redo

Swipe the screen left with three fingers to undo the last thing you edited. Alternatively, to perform the same task, you can tap the screen with three fingers. If you decide your undo was a mistake, swipe right with three fingers to redo the edit.



Summon Formatting Bar

If you find the editing gestures too fiddly to use on the iPad's screen, you can use another new gesture to summon the Formatting Bar. Tap and hold with three fingers and it appears, at the top of the screen, offering icons to undo, redo, cut, copy and paste.


All iCloud
Down the gym
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57 Arkes Road, Chelsea, Lond
BDM's Essential iPhone & iPod M...
Ian & Alison's Jobs List
Down the gym

Move the Cursor

If you want to move the cursor around the screen, pick it up, by tapping and holding its present position, then drag it to where you want it to go and lift your finger to place it. Double-tap and hold to select text between the cursor's old position, and its new one.

All iCloud
Editorial Responsibilities
BDM's Essential iPhone & iPod M...
Ian & Alison's Jobs List
Down the gym
Firstly it is important you keep to agreed deadline dates. If there is going to be an issue meeting the dates for whatever reason, please let me know as soon as you can.
We need a flat plan as soon after you start work on the title as possible. After you've researched and
with Jim before uploading. Please check to ensure it is accurate
On the flat plan,

Select a Block of Text

Another way to select a block of text is to double-tap and hold a word at the start or end of the block you wish to select, and then drag your finger over the words you want to highlight. When you've selected it, lift your finger to finish; the text you want is highlighted.

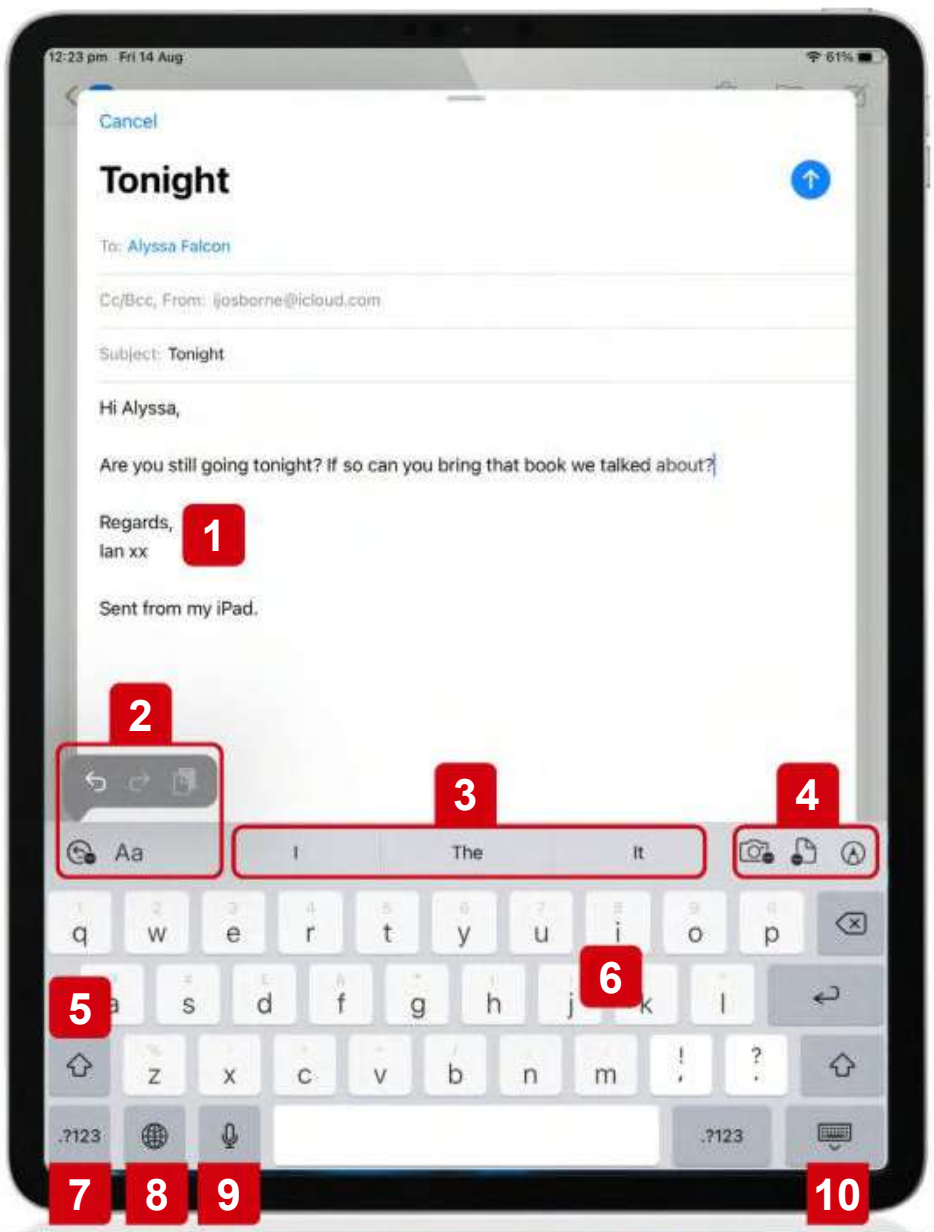
Drag Scrollbar

Scroll a screen and a scrollbar appears on its right. The height of the grey bar represents the current screen's position in the document or page. By lifting your finger and placing it on the scrollbar, you can drag it up and down for more efficient screen scrolling.

The Keyboard
On-screen Typing

When you tap your finger on any part of the iPad's screen where you can enter text, such as an email or a note, the iPad's on-screen keyboard appears. Here's a guide on how to use this keyboard and all its features.

The Keyboard in Focus



1 Tap on any box or screen where text can be entered, and the virtual keyboard appears as shown. This is true for emails, messages, search fields and indeed any area of the screen where you can enter text.

2 The keyboard's top bar icons differ according to the app you're using. These icons give access to the Undo, Redo, and Paste options, and open the formatting window.

3 As you type, suggestions for the word you're currently typing appear here. When one of them is correct, you can tap it to automatically complete the word, saving on your typing.

4 These three icons in the top right of the keyboard, let you take, or choose, a photo to add to the email, choose or scan a document, or use the Markup tools.

5 This is the capitals and caps lock key. Tap it to make the next key you press a capital, or double tap it to lock the keyboard in caps mode. When it's locked in this way, you can tap it once to go back to normal typing.

6 In iPadOS, a key's alternate characters, such as punctuation or numbers, are shown at the top of the keys. You can type a key's alternate character by dragging it down instead of tapping it.

7 Tap this key to switch to the keyboard's alternate characters. After doing so, you can press the key above it (now labelled '#+=') for even more character options, or just tap this key again to return to normal typing.

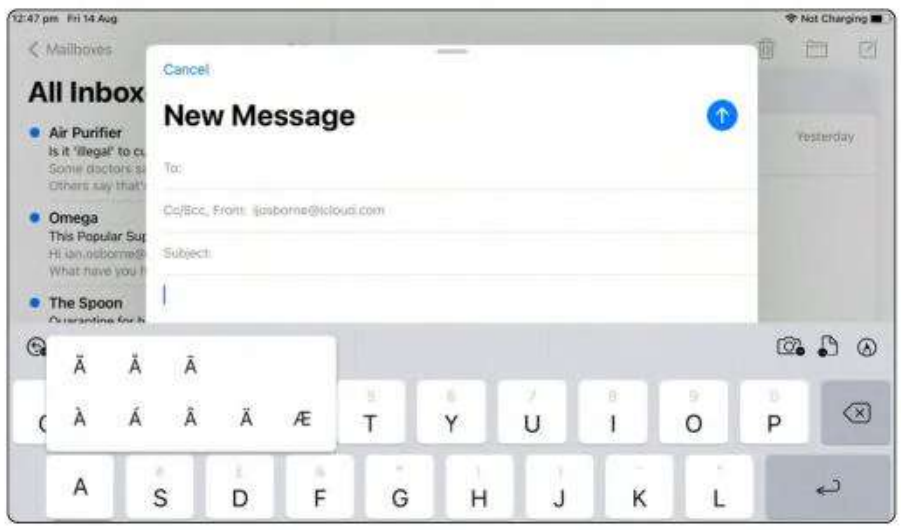
8 Tap and hold this key for a menu that lets you access the Keyboard Settings, emoji keyboard and other installed keyboards, such as foreign language keyboards. Tap the key without holding to toggle through them instead.

9 Tap this key and speak into the iPad. Your words appear in the text field, just as if you'd typed them. The first time you use this feature, you're asked to enable dictation. You should do so.

10 If you're done with the keyboard, tap this key and it disappears again, reappearing next time you tap a screen or box that you can type text into.

New Formatting Window.

Tap the 'Aa' icon for the new formatting window, which offers editing and formatting options such as fonts, typography, and colours.



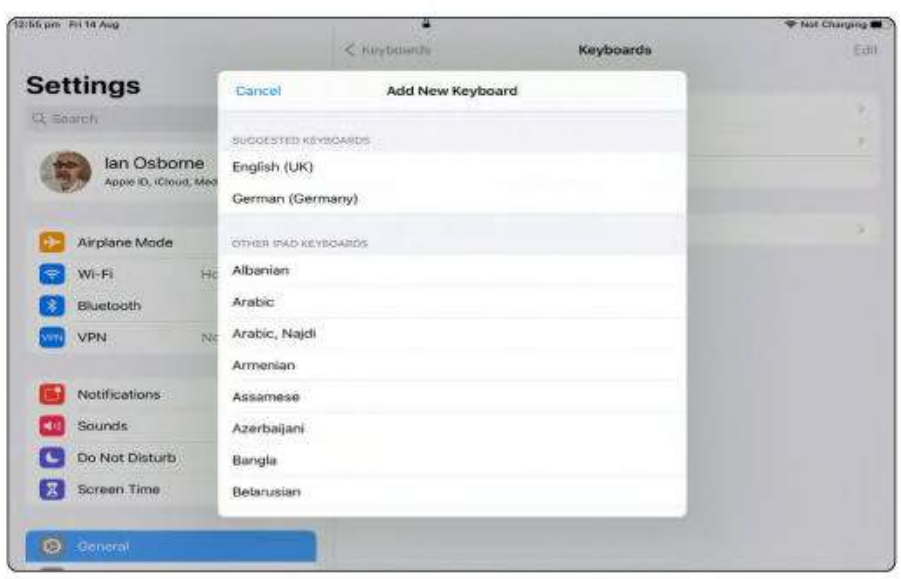
Finding Accented Letters

When you have to type an accented letter, such as ‘é’ or ‘ö’, you can easily do so by simply pressing and holding the letter you wish to type in an accented version until a pop-up window appears, as shown here for the letter ‘a’. Now just tap on the version of the letter you wish to use.

Edit
Messages
Mark
Hey Oz, sorry but I don't have iOS 14 yet. I think Jim does though and he has Apple Pencil on his iPad too? Cheers
OK, no problem.
Hey Mark, im
"im"
I'm
imagine

Auto Punctuation

Some punctuation is added automatically. If you wish to add (for example) an apostrophe to form a contraction such as “I’m”, simply type “Im” and the iPad does the rest. It’s a very useful feature and greatly increases your typing speed when you’ve had a little practice.



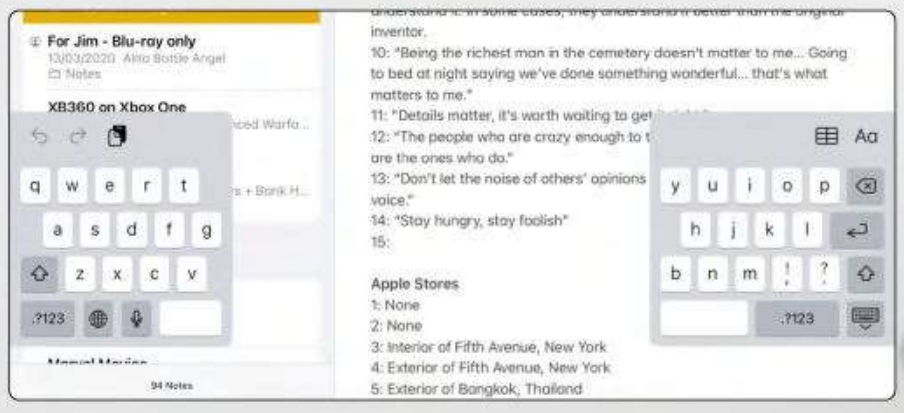
Add a New Keyboard

To add a new virtual keyboard to your iPad, which can then be accessed by holding the globe-key, go to Settings > General > Keyboard > Keyboards, then tap ‘Add New Keyboard’. You can then add a foreign language keyboard or one you’ve bought on the App Store.

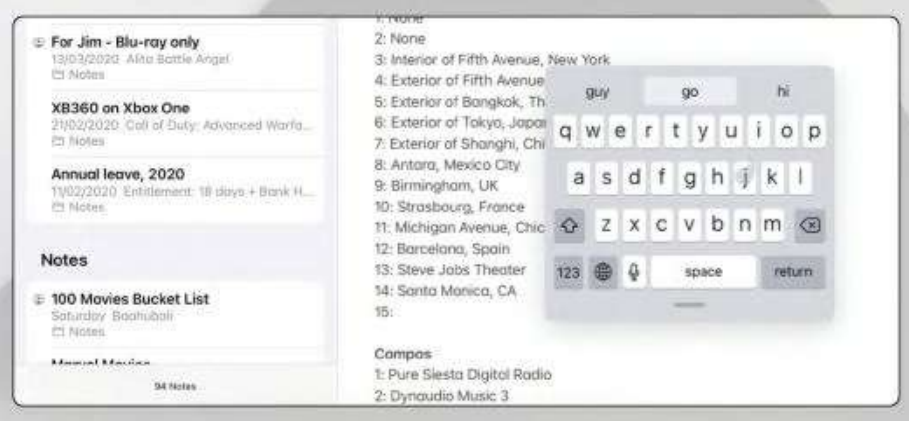
Keyboard as a Trackpad

For more precise control over where you put the cursor, either place two fingers on the keyboard and hold them there or touch and hold the Space Bar. When the keys go blank, as seen here, you can drag the cursor around the screen, using the keyboard as if it was a trackpad.

Split, Floating, Undocked and Swipe Keyboards.


For Jim - Blu-ray only
XB360 on Xbox One
Apple Stores
1: None
2: None
3: Interior of Fifth Avenue, New York
4: Exterior of Fifth Avenue, New York
5: Exterior of Bangkok, Thailand

1 Tap and hold the keyboard key in the bottom right for a pop-up menu. Select Undock to move the keyboard up and down the screen. Choose Split to get this two-part keyboard; designed to be used by your thumbs. The Floating option gives a single keyboard about the size of the iPhone’s keyboard, and you can drag it around by holding the grey line at the bottom.

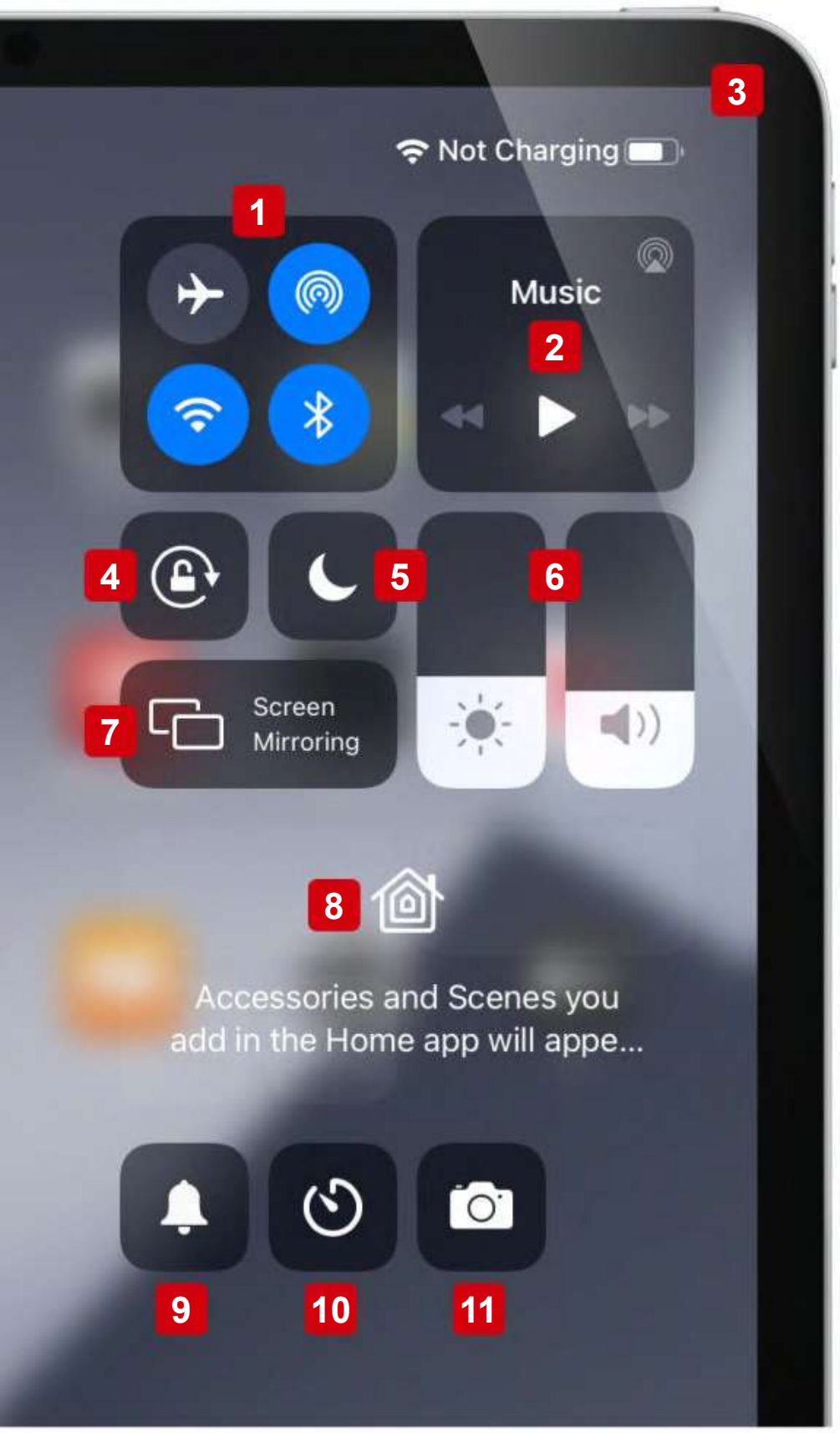


2 When using the iPadOS floating keyboard, you can type by swiping your finger over the keys instead of tapping them; drag your finger from one key to another without lifting it. To return to a normal keyboard, tap and hold the bottom right key again to access the menu from the previous step, or do a two-finger spread on a floating keyboard to resize it.

Control Centre
Access Made Easy

The Control Centre is a great way to access commonly used iPad features, such as the audio controls or Screen Mirroring and you can customise it to suit your own needs. Here's a guide to the iPad's Control Centre.

Control Centre in Focus



1 In this box, you can turn (clockwise, from top left) Airplane Mode, AirDrop, Bluetooth and Wi-Fi on and off. Tap and hold the main box for a bigger version. Turning off Bluetooth or Wi-Fi is temporary, they're only switched off until the next day.

2 This box shows what you are currently listening to. Tap and hold for more options, including volume control and an option to play your sounds through external speakers.

3 To open the Control Centre, swipe with one finger from the top right corner of the screen towards the middle.

4 Tap here to lock the screen in its current orientation, so it doesn't switch between landscape and portrait mode when you turn the iPad. Tap again to unlock.

5 Tap here to activate and deactivate the iPad's useful Do Not Disturb mode for when you want some peace and quiet. Tap and hold this icon for a range of pop-up options for Do Not Disturb.

6 Brightness and volume controls. Run your finger up and down them to raise or lower the function in question or deep press one of them for a bigger version of the slider. Tap and hold on the Brightness slider also gives access to Night Shift Mode.

7 If you wish to mirror your screen, maybe to your Apple TV, tap here and select the target from the window that pops up.

8 This button gives access to your Home app's accessories, so you can control them from your iPad.

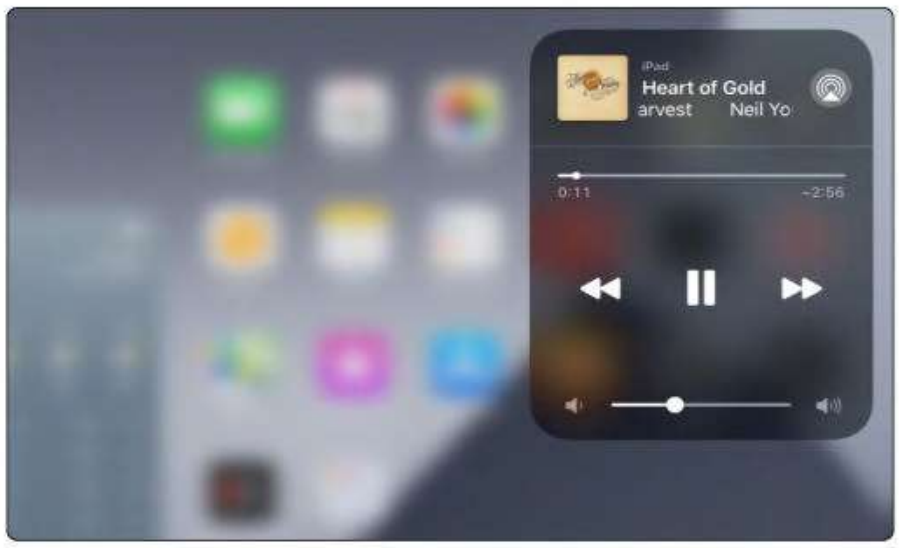
9 Tap the button showing a bell icon to silence your iPad. Tap it again to take it out of silent mode once more.

10 Tap here to open the Clock app and go straight to its very useful Timer feature. Just the thing if you want to boil an egg.

11 Tap this to access the Camera app. Tap and hold it to access specific options within the Camera app, such as selfies, video recording and slo-mo.

Tap and Hold Items

You can tap and hold most Control Centre icons for access to further functions. For example, if you tap and hold the Camera control, you get a window offering to open the FaceTime camera (Selfie), record video, take a photo and more.



The Music Controls

Just like before, the Music controls show you the currently playing song, including album art. In addition to volume adjustment, play/pause and skip forwards/backwards, you can tap the icon in the top right to output to connected speakers.

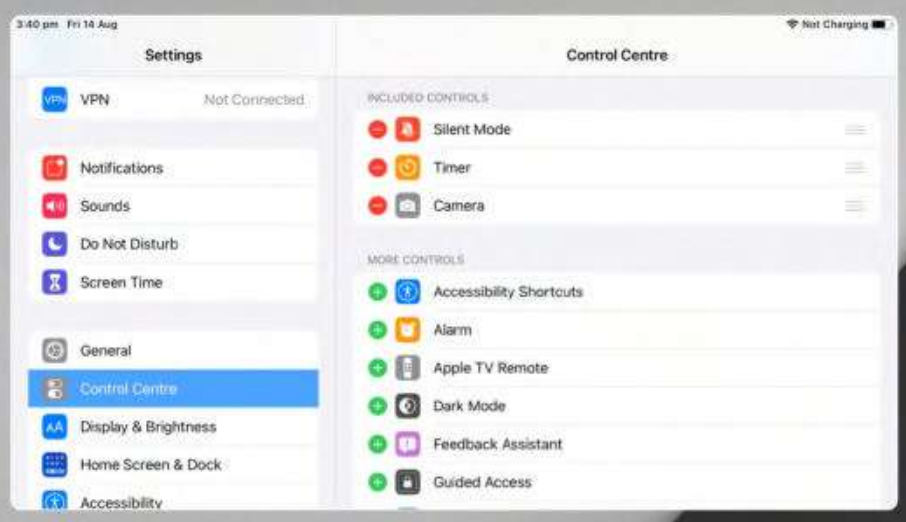
Airplane Mode

The iPad's Airplane Mode switches off its Wi-Fi and Bluetooth connections, as required by some airlines but it's useful even if you're not flying. If your battery is low and you're reading an eBook, for example, putting your iPad into Airplane Mode can save power.

Night Shift Mode

Tap and hold the brightness slider for a larger slider, with two icons underneath. Using these icons, you can activate or switch off Night Shift - reduces blue light which can interfere with sleep patterns, and Dark Mode, as explained in the Dark Mode tutorial.

Customising Control Centre.



In the Settings app, go to Settings > Control Centre > Customise Controls. Tap the Minus icon to remove an app, or the Plus icon to add one. You can also reorder the controls by dragging them up and down the list with the three-line icons on the right.

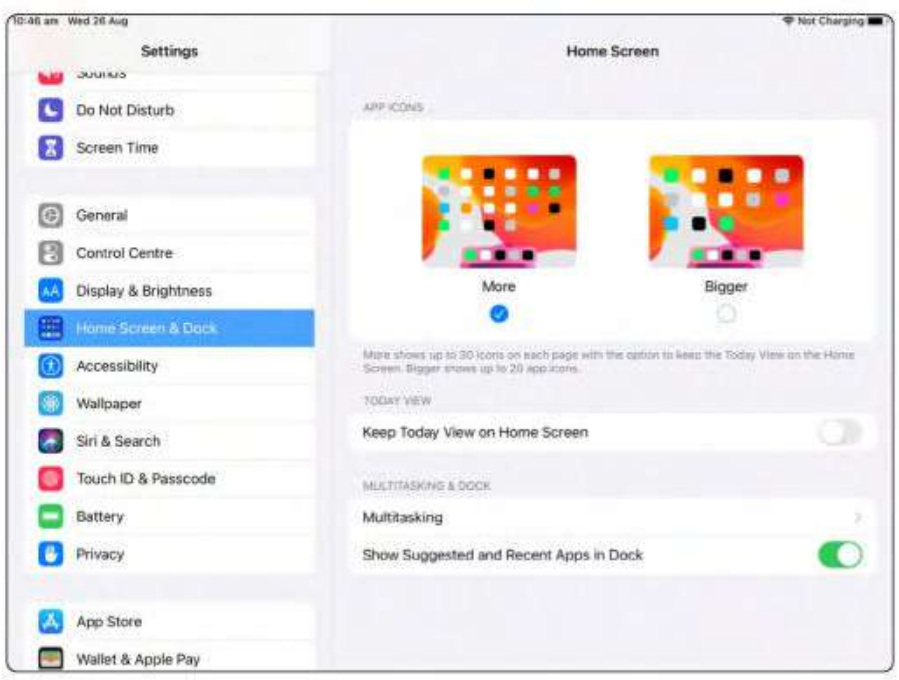
Bluetooth and Wi-Fi Options.

Control Centre offers easy ways of accessing Bluetooth and Wi-Fi settings. Tap and hold the control square with Bluetooth and Wi-Fi on it, then tap and hold either Bluetooth or Wi-Fi. You can switch between networks, connect or disconnect peripherals, and more.

Sidebar Widgets
Custom Homescreen

The iPad's Home screen sidebar has been overhauled for iPadOS 14. Widgets now carry more information and they're available in three sizes; small, medium and large. The sidebar can be extensively customised too.

Starting Out



1 You can set the Widgets sidebar to sit permanently on the Home screen or be shown and hidden as you please. Go to Settings > Home Screen & Dock, and use the switch marked 'Keep Today View on Home Screen to set it.

2 With the switch on, the sidebar is always visible on the Home screen. If the switch is off or the iPad is in Portrait Mode, the sidebar can be opened and closed by swiping the screen right to show the sidebar and left to hide it.

3 You can scroll the sidebar up and down to access more widgets. If you tap one of the individual widgets, whether it's for an Apple app or a third-party app, you open the application that created it.

simon darcy...
Remove Widget
Edit Home Screen
Edit Widget
Top Stories
Boris Johnson facing furious Tory backlash over U-turn on face masks in schools
RNC 2020: Melania Trump makes plea for racial harmon
Spotlight
NEWS EDITORS' PICKS
How to parent after lockdown – eight new rules

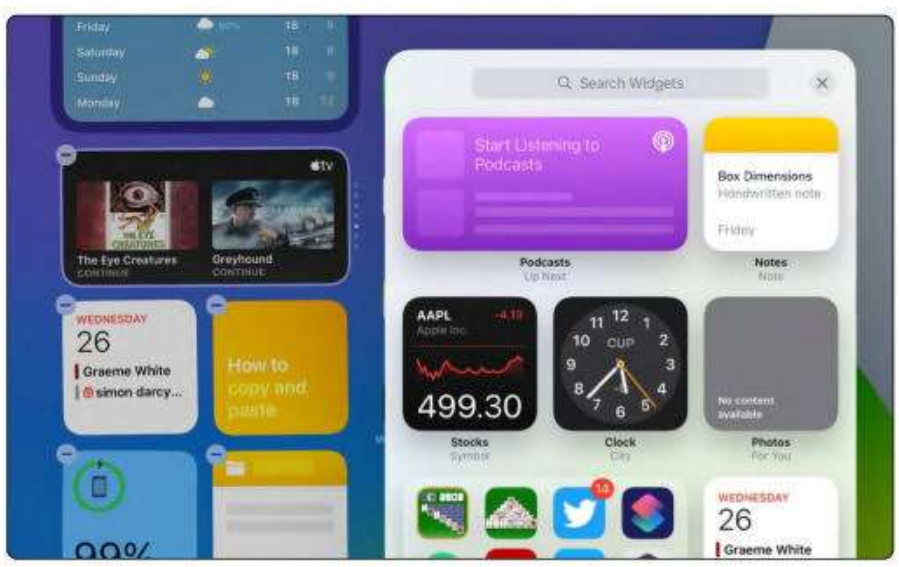
4 Tap and hold an individual widget for a pop-up menu. The exact options here depends on which widget you tapped but you can always remove the widget or edit the Home screen from here. Most widgets can be edited too.

Editing the Sidebar

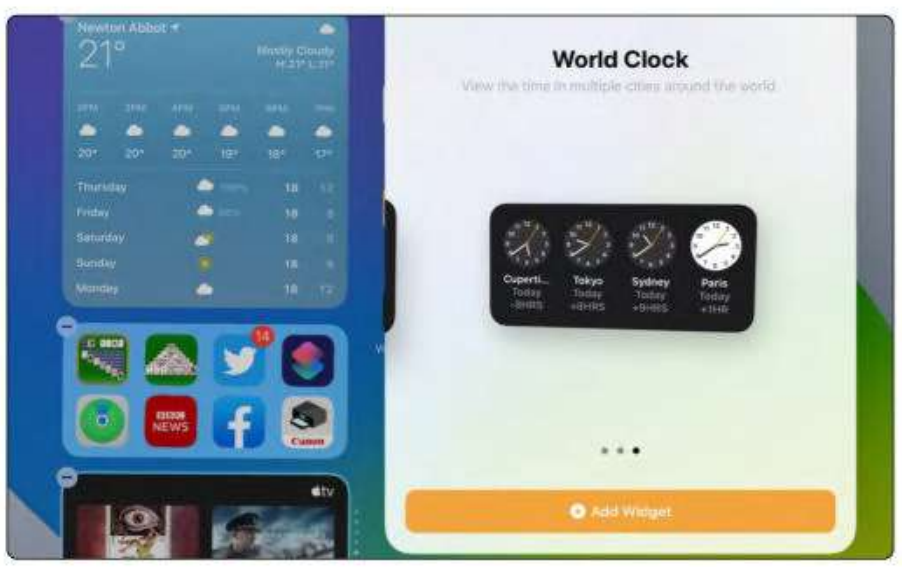
99%
Top Stories
Boris Johnson facing furious Tory backlash over U-turn on face masks in schools
Girls Aloud singer Sarah Harding reveals she has advanced breast cancer
Spotlight
NEWS EDITORS' PICKS
How to parent after lockdown – eight new rules
Done

1 To get to the editing screen, either scroll all the way to the bottom of the sidebar and tap Edit or tap and hold an app or a widget and then choose Edit Home Screen from the pop-up. The apps and widgets wobble.

2 To delete a widget from the sidebar, tap the minus sign in its top-left corner. A pop-up invites you to remove the widget from your sidebar. Tap Remove to get rid of it; you can add it again later if you wish.



3 Tap the Plus sign in the top-left corner of the screen for this picker, which lets you add widgets to your Home screen sidebar. These include Smart Stack, an editable collection of different widgets.

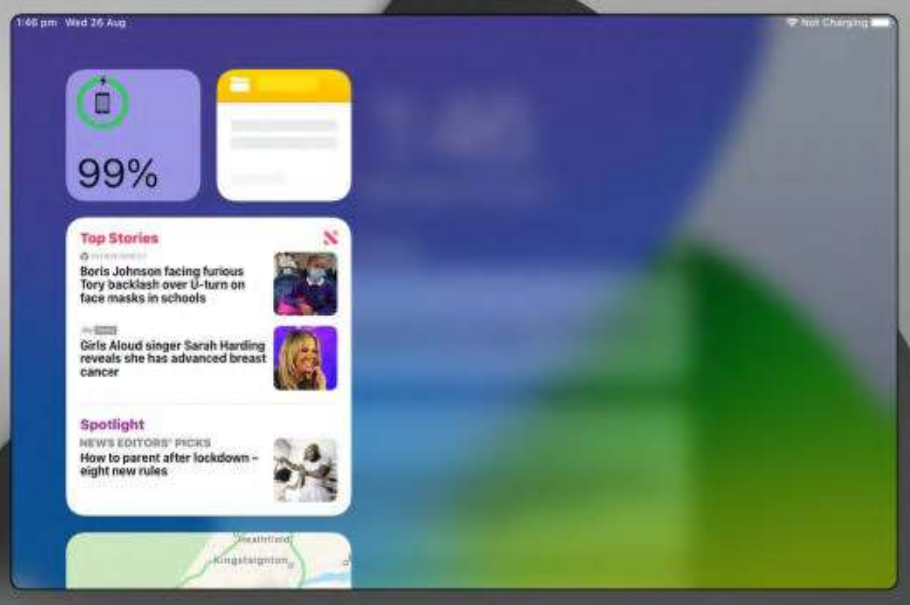


4 Drag a widget into the sidebar to add it. Alternatively, tap on one of the widgets in the picker for an options window, where you can choose between the three sizes of widget. Make your selection and tap Add Widget.

Widget Stacks.

If you have the widget stack on your sidebar, you can flick through the widgets on offer by swiping it up or down. You can also edit it by tapping and holding it, then choosing Edit Stack from the pop-up window.

Notification Centre Access.


99%
Top Stories
Boris Johnson facing furious Tory backlash over U-turn on face masks in schools
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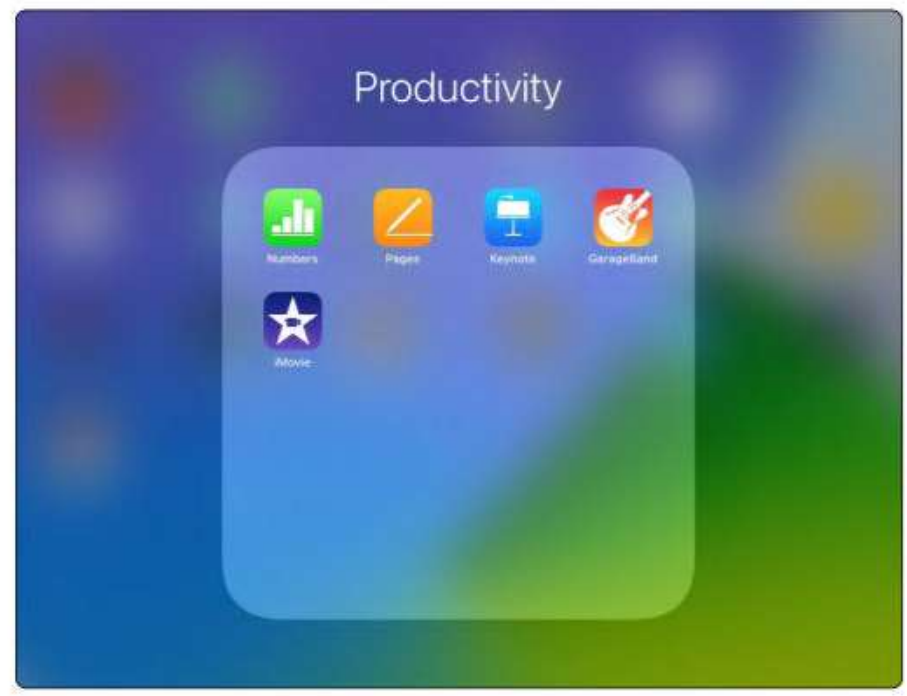
You can access your widgets sidebar from the Notification Centre too. Swipe the screen down to get to the Notification Centre and then swipe in from the left-hand side of the screen to access your widgets sidebar.

Using Folders
On the Home Screen

To keep your Home page in a tidy and usable state, you can group apps into folders, maybe all your games in a Gaming folder, for example. It's a good way to organise your applications and makes navigating your iPad much easier.

1 To create a folder of apps, on the Home screen tap and hold an app until a pop-up appears. Choose Edit Home Screen and the icons wobble and a small X icon appears in their top left corner. Drag one app onto another and they're grouped into a folder. Tap outside the folder box to return to the Home screen. Drag the other apps you wish to store there onto the new folder.



2 Tap Done (top right corner) to stop the apps wobbling. You can see that we've put five separate apps in this folder here. As they're all productivity apps, it's automatically named Productivity. Tap the folder to open it, then tap one of the apps to use it in the usual way. It's a great means of grouping similar apps, keeping your Home screen tidy and making things easier to find.

3 If you want to rename a folder, open it, tap and hold an app and then hold Edit Home Screen until the icons wobble again. Then tap the name of the folder. A keyboard appears and you can edit the name of the folder in the usual way. Call it anything you like.

4 To move an app out of a folder, open the folder and hold an app until it wobbles. Drag the app outside the folder box as shown. It returns to the Home screen and the folder closes. Remove the last app and the folder disappears.

AirDrop & Bluetooth
Stream and Transfer

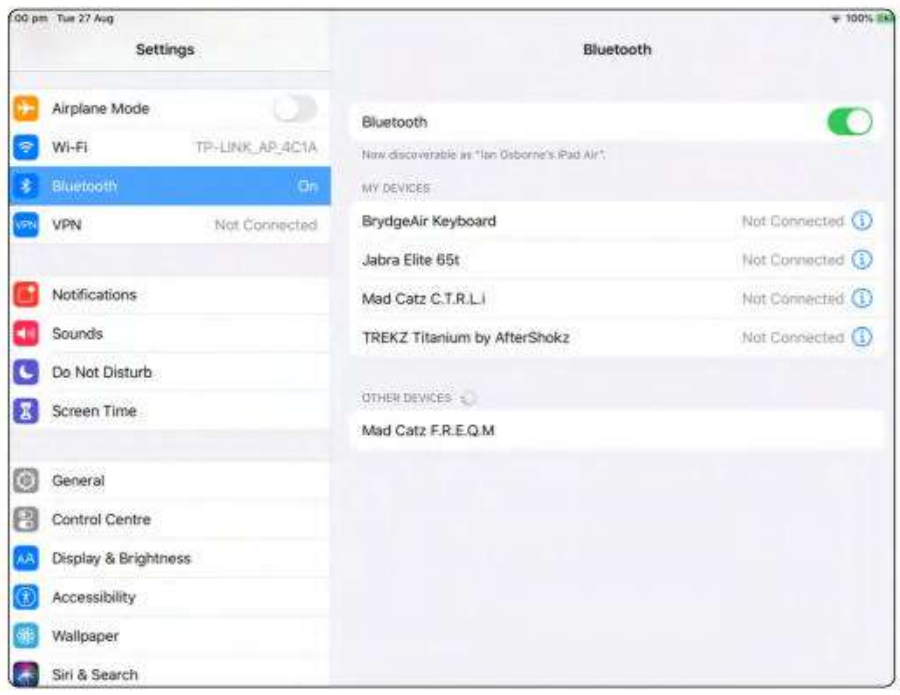
AirDrop is great for transferring files from your iPad to another Apple device and Bluetooth is used for wirelessly streaming sound and other data, maybe to speakers or headphones. Here's how to use these two features.

Transfer Files with AirDrop.

1 **You can send files to other Apple devices using AirDrop, but Wi-Fi and Bluetooth must be switched on. Open the file, tap the Share icon. People to whom you can AirDrop are shown at the top of the window; look for the AirDrop icon. Tap the person to whom you want to send the file.**

2 **Use Settings > General > AirDrop to determine whether receiving via AirDrop is on or off, share only with people in your Contacts app, or share with everyone. If you accept AirDrops from everyone, when you're sent an AirDrop file you have to accept it first.**

Pairing with Bluetooth



1 Bluetooth can wirelessly connect your iPad with devices such as speakers, headphones and keyboards. The item you wish to pair with must be put in Pairing Mode. To do this, follow the manufacturer's instructions. Go to Settings > Bluetooth and the device you're pairing should be listed. Tap it to pair.

2 Pairing only needs to be done once. You don't have to pair your Bluetooth device every time you use it. To unpair a device: in Settings > Bluetooth, tap the 'i' icon next to the device in question. You can then disconnect it (assuming it's currently connected) or tap 'Forget this Device' to unpair it completely.

Built-in iPadOS Apps.

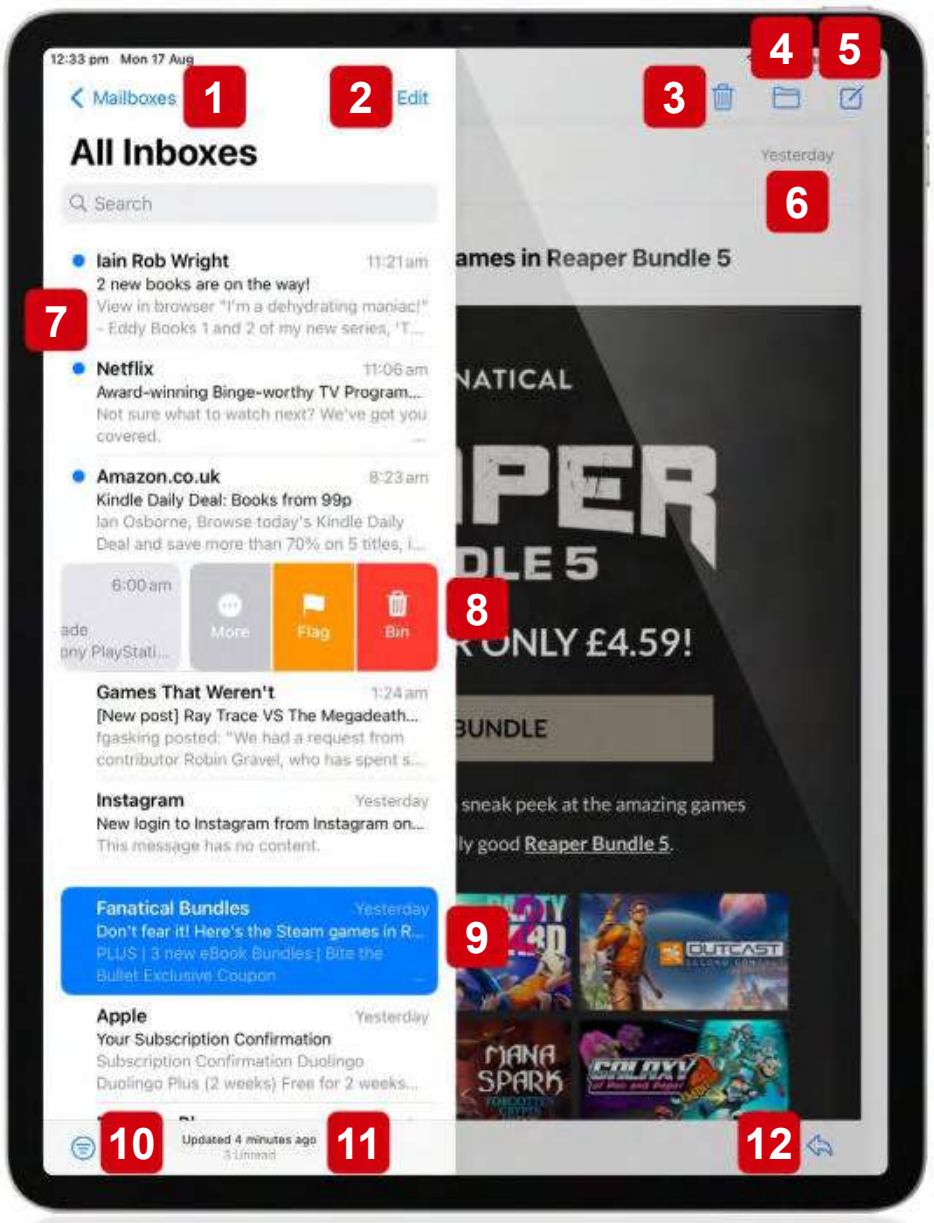
One of the best things about your Apple tablet is the apps that come bundled with iPadOS 14. There’s Mail for sending and receiving emails, Safari for surfing the web and Calendar, Reminders and Notes for organising your life. For photographers, there’s Photos andCamera and for music lovers, there’s Music. We show you all this and lots more.

Learn more >

Mail App
For Your Emails

The iPad is great for keeping in touch via email. Its bundled Mail app can send, receive and forward emails, send an email to a group, add attachments and more. Here's how to use this popular iPad application.

Mail in Focus



Email in Action.

Email is a type of electronic message sent from one Internet-capable device to another. Unlike text messages, it can be as long as you wish and you can send attachments like photographs or videos too.

1 The column on the left of the screen currently shows your Inbox. Tap here to go back and choose another mailbox, such as Drafts, Sent, Junk, and your VIP emails.

2 Tap the Edit link and a circle appears beside every email in your inbox. Tap a circle to check it and then tap Mark, Move, or Delete, at the foot of the column, to action all the emails you selected with Edit.

3 Tap the Rubbish bin icon to delete the currently selected email.

4 You can move an email to another folder, such as Junk, Bin, or Archive. Tap here and the available folders are shown in the left hand column.

5 Tap the Pen-and-paper icon to open a new email, which you must then fill in and send.

6 Here, you see the date the email was received, or if it came today, the time it arrived.

7 These are your emails. Tap one to open it. The email currently open has a slightly darker background and those with blue dots to their left are unread. Pull this sidebar down to get new mail.

8 Drag an email to the left and you can tap one of the revealed icons to Flag or Delete it. The More icon gives further options such as reply, mute or move the message. Drag the email further left to delete it immediately. Drag it right instead and you can mark it as Read or Unread.

9 This is the email you currently have open in the Mail app. Tap on it to close the side bar on the left, giving you the full screen to read your email.

10 Tap this icon to show only emails that you have not yet opened and read. Tap it again to return to showing all emails, read and unread.

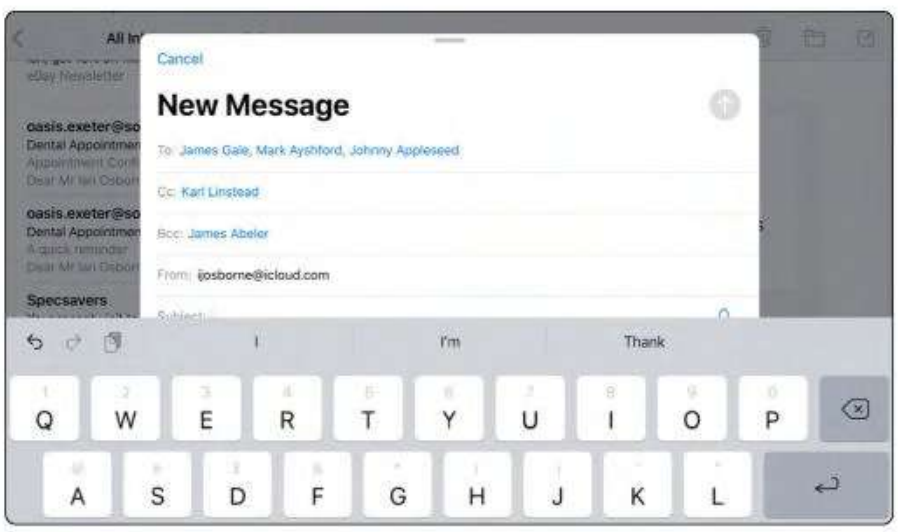
11 Here, you're told how long ago the currently open mailbox was last updated, and also how many unread emails are contained in that mailbox. Drag the sidebar down to check for new emails immediately. A swirl is shown while checking for new mail.

12 Tap this icon for a menu from where you can reply to the email, reply to all, forward it, delete it, flag it, mark it as unread, move it and more.

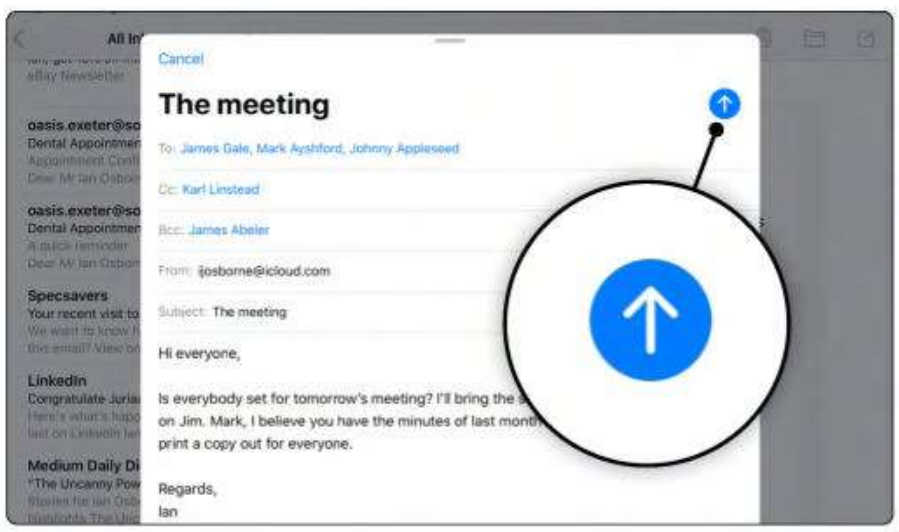
How to Send an Email

1 Tap the Pen-and-paper icon in the top right corner to open a new email, then in the To field, type the email address of the person to whom you're sending it. You can enter more than one email address in the To field if you wish, and send it to more than one person.

2 If the receiver is in your Contacts app, you can simply type their name instead of their email address. Predictive hits are displayed; when you see the correct person, tap them. Alternatively, tap the + sign on the right of the To field to see your contacts list.



3 Tap Cc/Bcc to open the Carbon Copy (Cc) and Blind Carbon Copy (Bcc) fields. Email addresses entered here also receive the email, but those in Bcc are hidden from the other recipients. If you have more than one email address, tap the From field to choose from which to send.



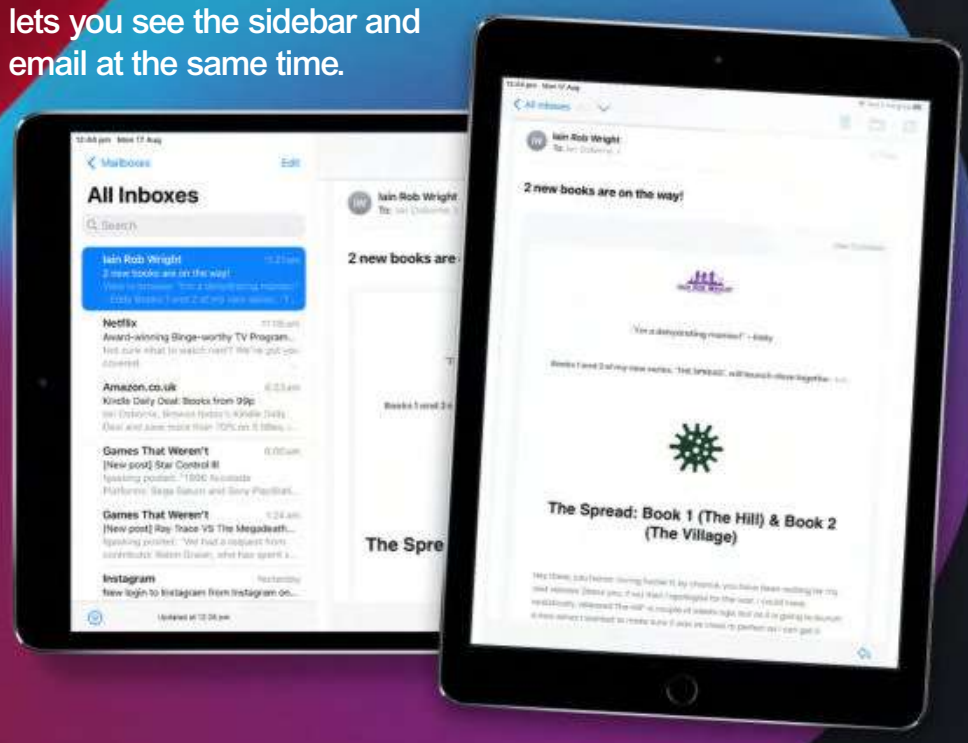
4 Now type the subject, that is, what the email's about, in the Subject field, and type your email in the window below the subject. This is the body of your email, where you type what it is you want to say. When you're done, tap the blue arrow in the top right to send it.

Downloading New Emails.

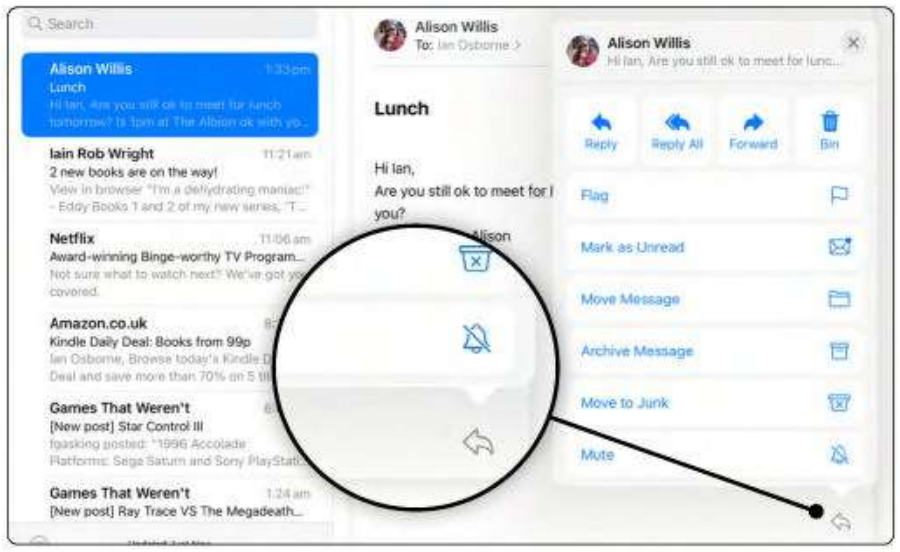
To manually refresh your inbox, pull the sidebar down until you see the swirl, then release. Your new emails are then downloaded. You can set Mail to check for new emails automatically. Go to Settings > Passwords & Accounts > Fetch New Data and use: Push to have new emails sent to your iPad; Fetch to check at a set interval or Manual to only send them when you refresh your inbox yourself.

Portrait or Landscape?

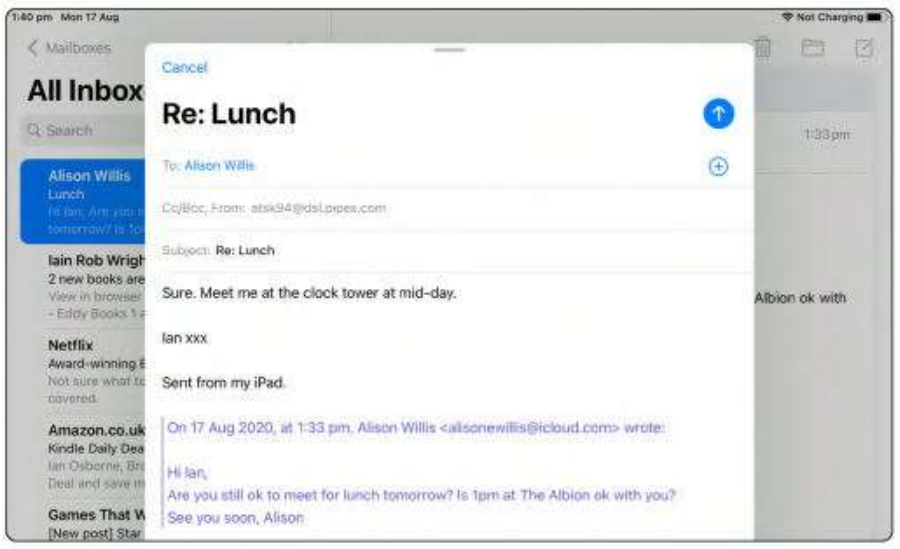
You can use the Mail app in Portrait Mode, which gives you more space to read an email and Landscape Mode, which lets you see the sidebar and email at the same time.



Replying & Forwarding

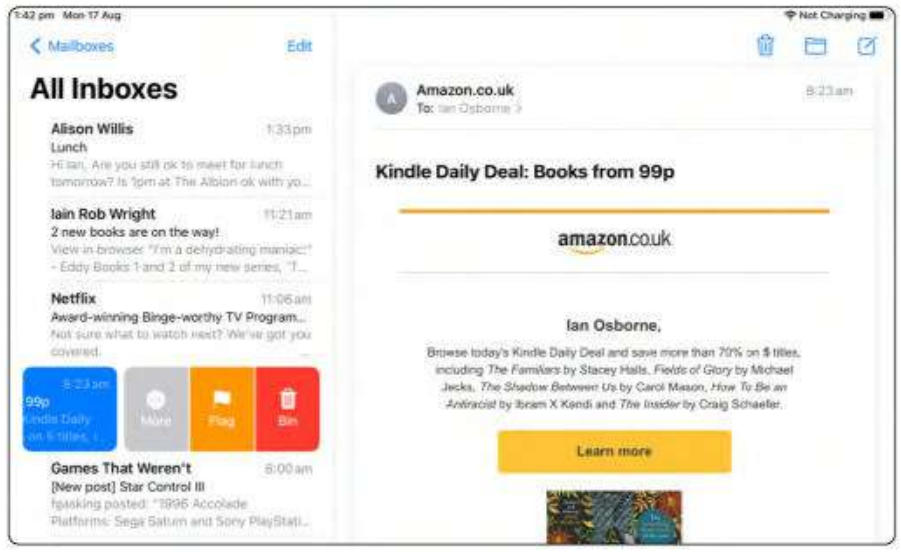


1 Open the email to which you want to reply. Click the Arrow at the foot of the screen for a pop-up. You can reply to sender only or everyone who received the original email. Forwarding it lets you to send it to another person who didn't receive the original email.

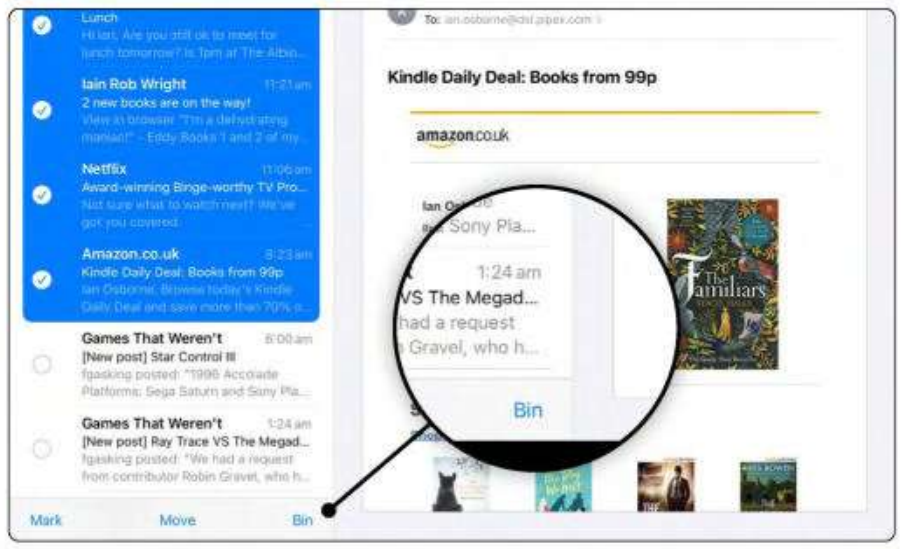

Mailboxes
All Inbox
Cancel
Re: Lunch
To: Alison Willis
Subject: Re: Lunch
Sure. Meet me at the clock tower at mid-day.
Ian xxx
Sent from my iPad.
On 17 Aug 2020, at 1:33 pm, Alison Willis <alisonewillis@icloud.com> wrote:
Hi Ian,
Are you still ok to meet for lunch tomorrow? Is 1pm at The Albion ok with you?
See you soon, Alison

2 Whichever you opt for, you can now type your own message in the body of the email. You can delete or edit the original subject and message if you want or, as shown here, just leave it. We swiped the keyboard down for a better view. When you're ready, tap Send.

Deleting Emails

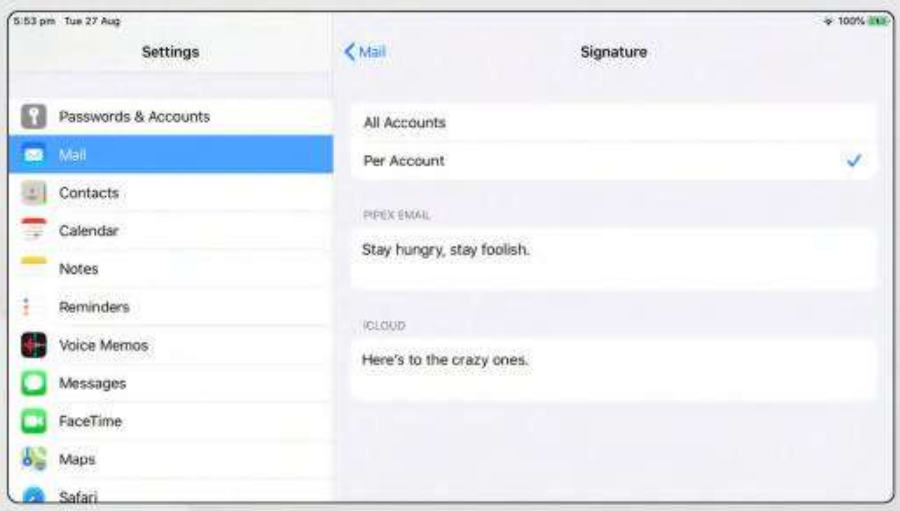


1 You can delete emails by swiping it left and tapping the red Delete button or swipe it further and delete it in one stroke. Deleted emails are sent to the bin folder, where they remain for a week. To delete more than one email at once, first tap the Edit link (top right).



2 Empty circles will appear next to the emails. Tap those you want to delete, then tap Bin to remove them. To permanently erase deleted emails, tap Mailboxes (top left), then tap the Bin icon to see emails you threw away. Tap Edit (top right), then select and delete as before.

Using Signatures.



1 Go to Settings > Mail > Signature. By default, your signature reads, 'Sent from my iPad'. Tap it and you can change it to anything you like. If you have more than one email account, such as a personal and a business email, you can set separate signatures for each.

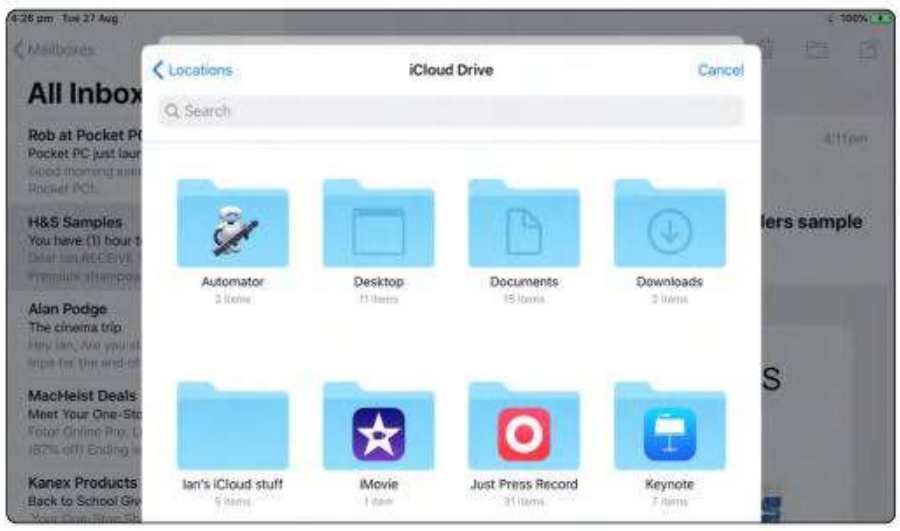
2 Tap Mail in the top left corner to go back to the Mail settings. In the Signature section, you see your new signature, or a number if you've set different ones for different addresses. Next time you write an email, your new signature is used instead of the default email signature.

Sending Attachments

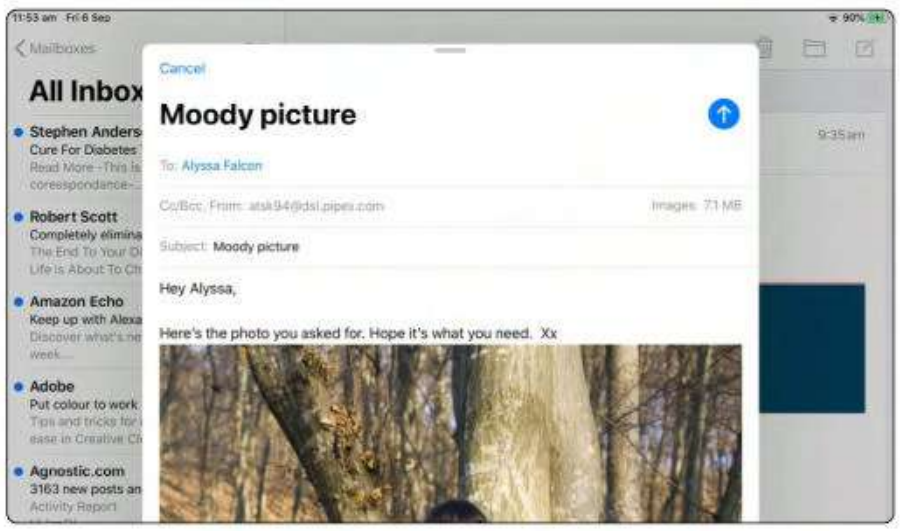
Cancel
Felix
Jim,
This is the cat I told you about. He's called Felix, and we got him from a rescue centre.
Ian
Sent from my iPad.
Photo Library
Take Photo or...

1 In the body of an email, tap in the place where you'd like to add the attachment. Tap one of the icons in the top right of the keyboard to attach or take and attach a photo, attach a document, scan and attach a document, or mark-up. Tap the one you wish to use.

2 If you're sending photos from your library, a window pops up showing available photos and videos (which can also be attached). To select them, tap each one you wish to send (you can send more than one at a time). When you're finished, tap the 'X' to go back to the email.

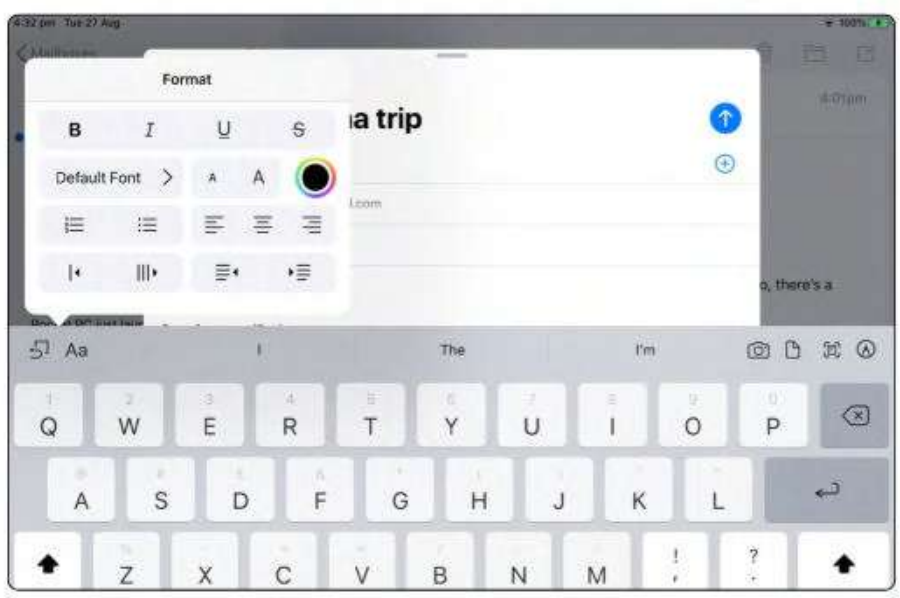


3 If you're sending documents, you're taken to the Files app. Navigate to the document you want to send and tap it. You're taken back to the email, with the file attached. To attach more than one document, repeat this procedure as many times as you like.



4 You can delete attachments you've added to an email before sending it or add your message above or below the attachment too. If someone sends you an email with an attachment, tap and hold it for a range of options. You can save, share or copy it and more.

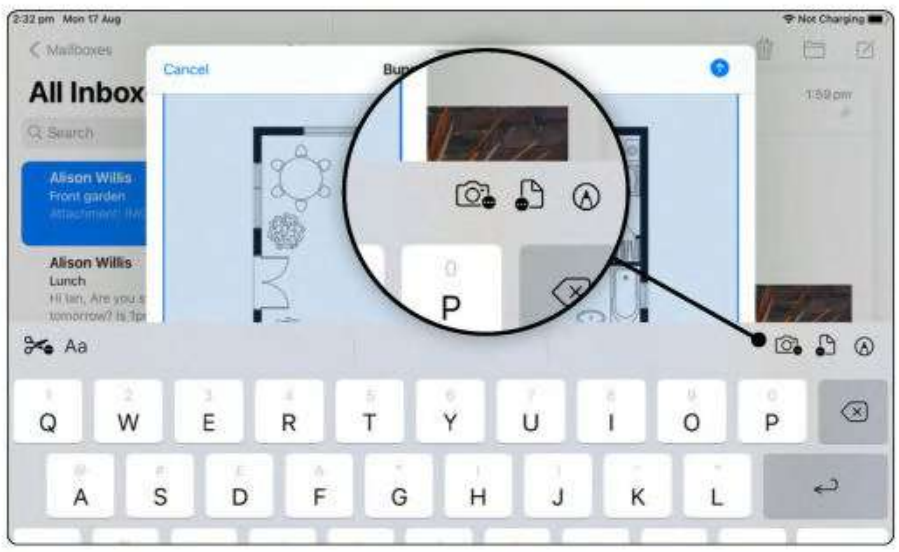
Formatting Controls



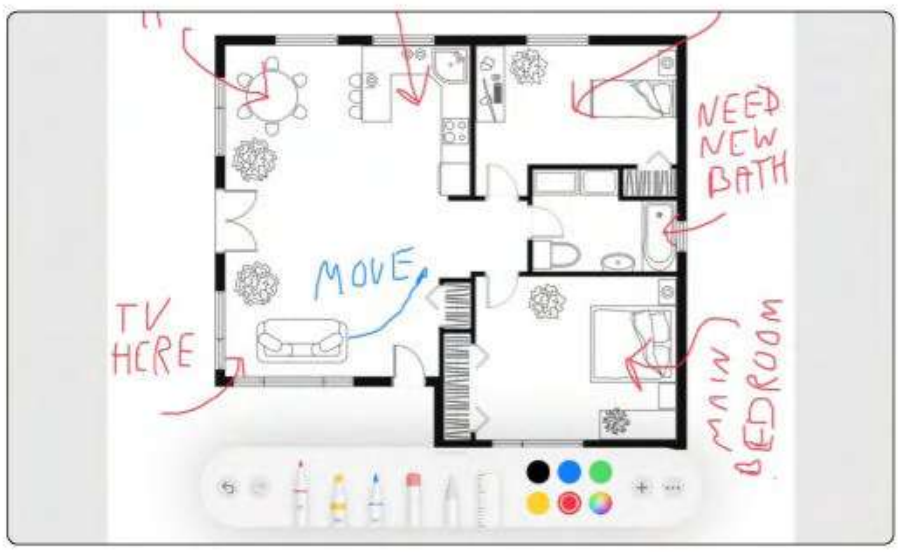
1 Tap the body of your email, then tap the 'Aa' icon to access the formatting controls and tools. To close the formatting tools, tap anywhere on the screen outside the window. You can use bold, italics, underlining, and crossed-out text with the first row of icons.

2 Tap Default Font and you can change the font in which your email is written. You can also change the size and colour of the text and, with the bottom two rows, justify it left, right and centre, as well as make a list or set an indent, or reduce/increase the quote level.

Mail Markup

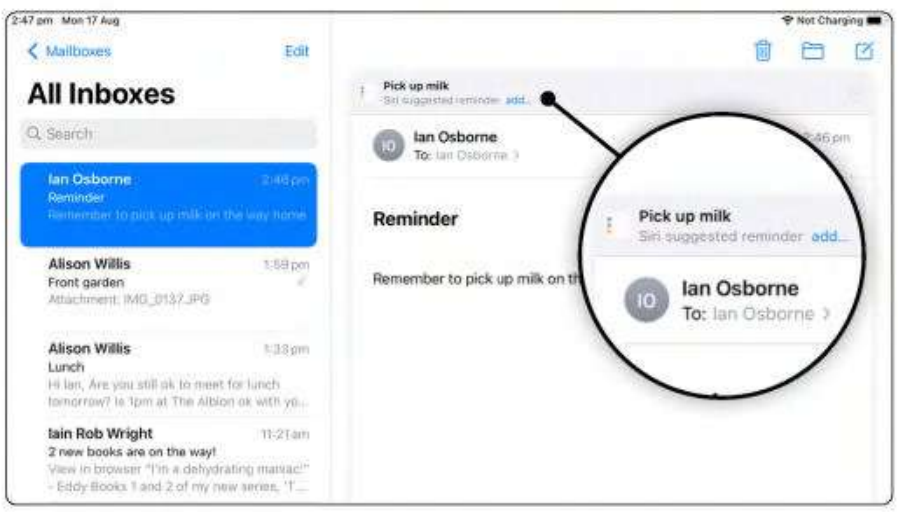


1 Open a new email and add the attachment you wish to annotate. If the keyboard isn't up already, tap the attachment in question, then the Pen icon in the top right of the keyboard to bring up the Markup tools.

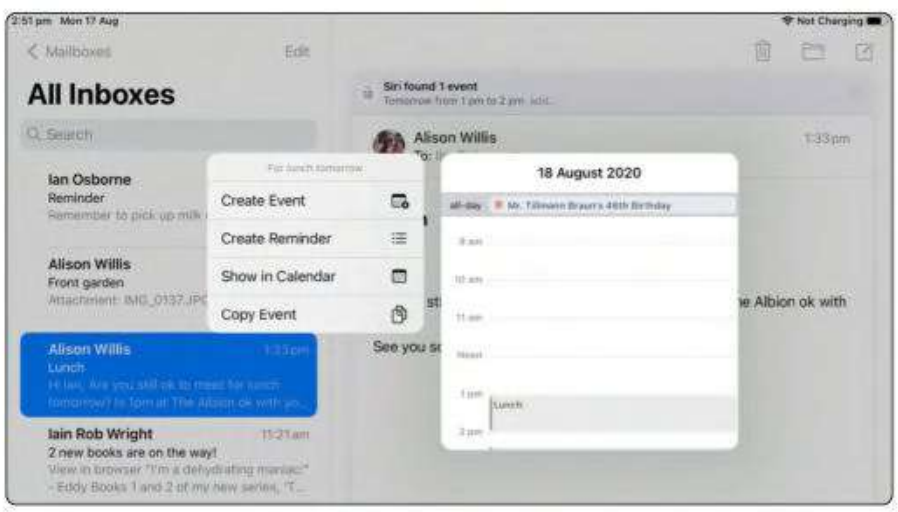


2 You can then use the tools to mark up the picture. Tap and hold a tool for customisation options, tap the colour wheel to change colours, and tap the arrows in the top left for undo-redo. The + icon gives more tools.

Reminders & Events



1 If Siri detects something in an incoming email that it thinks could be useful as a reminder, it's suggested you add it to your Reminders app. Tap Add as shown and you can add the new reminder to Reminders directly from the Mail app.



2 Siri also picks up on things that might be useful as Calendar events and suggests them in the same way. If you'd prefer to add this information to Reminders, tap the underlined text in the email and from the pop-up, choose the Create Reminder option.

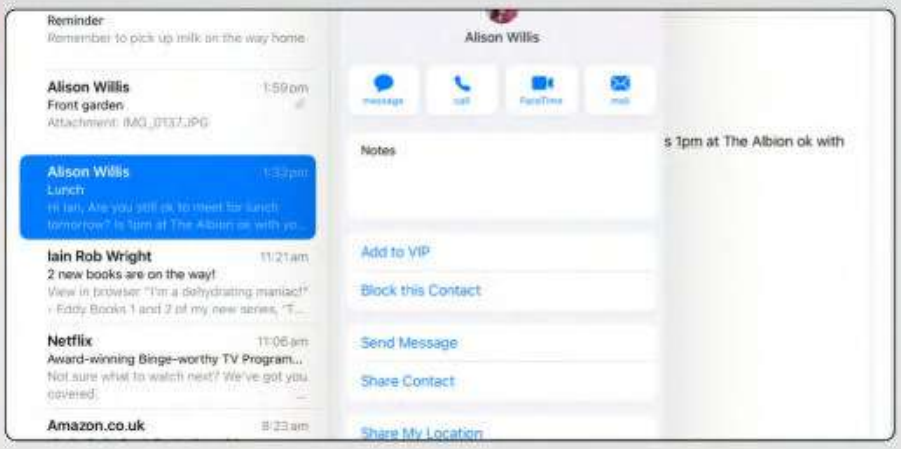
Block Sender.

When you get an email from someone you want to block, tap their name at the top of the email and from the window that pops up, tap Block this Contact. Their email address is added to your blocked list, which applies across all your Apple devices signed into the same Apple ID.

Go to Settings > Mail and tap Blocked Sender Options to choose whether blocked senders should be moved directly to the bin. Back in Settings > Mail, tapping Blocked gives a list of currently blocked numbers and email addresses, which you can unblock by swiping them left.

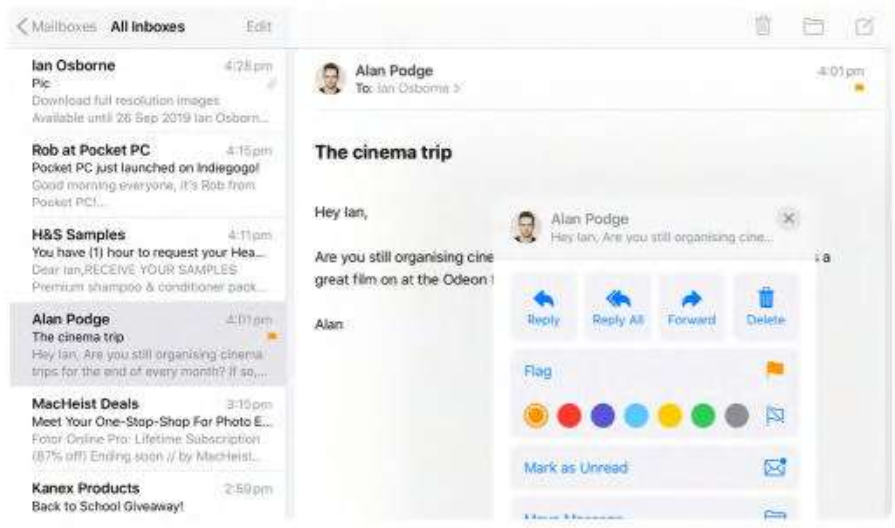
VIP Senders.

To add someone to your list of VIP senders, making their emails easier to find, tap their name and when it turns blue, tap it again. Scroll the window and tap Add to VIP. Incoming emails from VIPs appear in your VIP mailbox. In your mailboxes list, tap the 'i' next to VIP to see your VIP list. Swipe a name left to remove them.



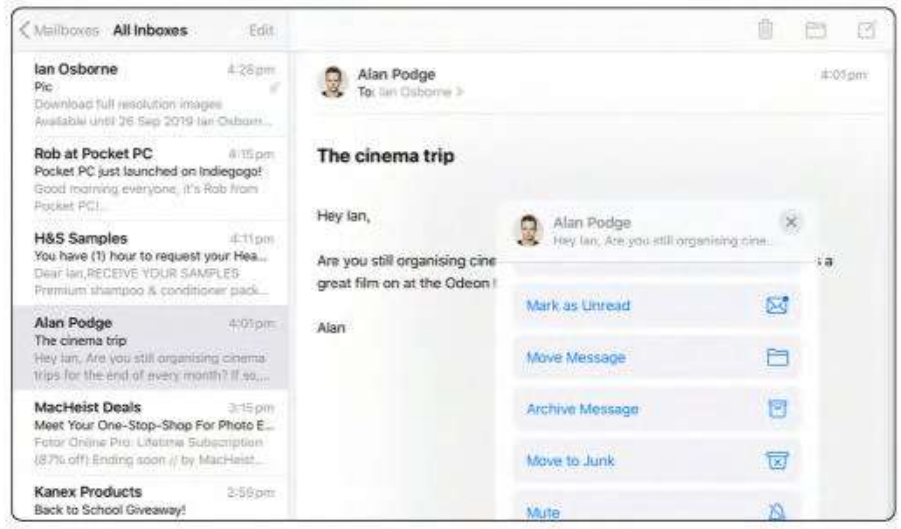
Multicoloured Flags

You can use a range of colours to flag your emails, which are synced across your devices. Open the email in question, tap the Reply button (bottom right), tap Flag, and choose a colour.



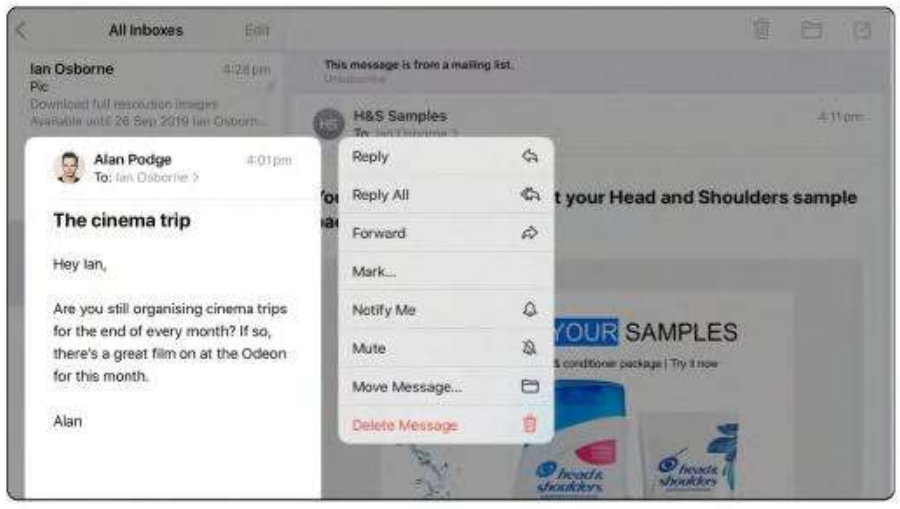
Mute Thread

You can mute an email thread by opening the Reply menu and tapping Mute. Alternatively, from your inbox, swipe the email left, tap More, and then tap Mute. To unmute, repeat these procedures and tap Unmute.



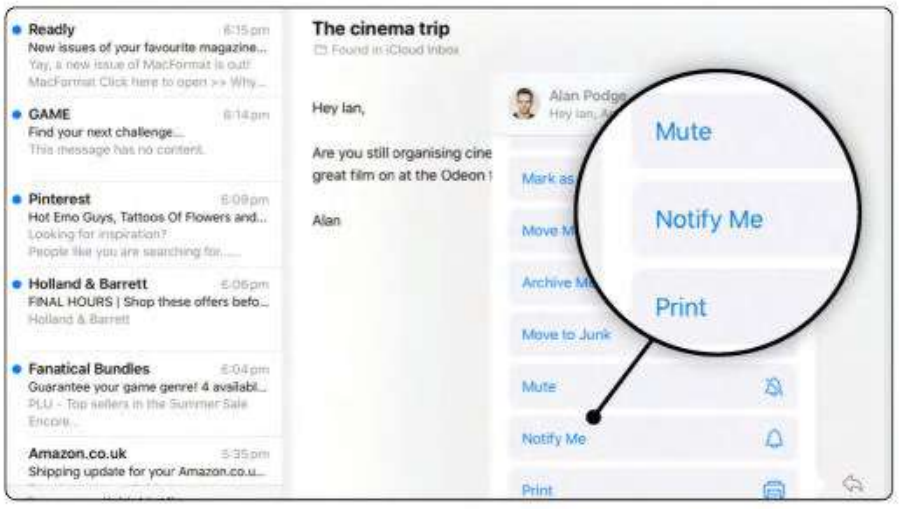
Long Press on Email

In your Mail app's inbox, tap and hold an email for a pop-up menu. Slide this menu upwards to see all the options it offers, which include: reply, forward, notify, mute, move, or delete. Tap Mark.. and you can flag it, mark it as read/unread, or move it to junk.



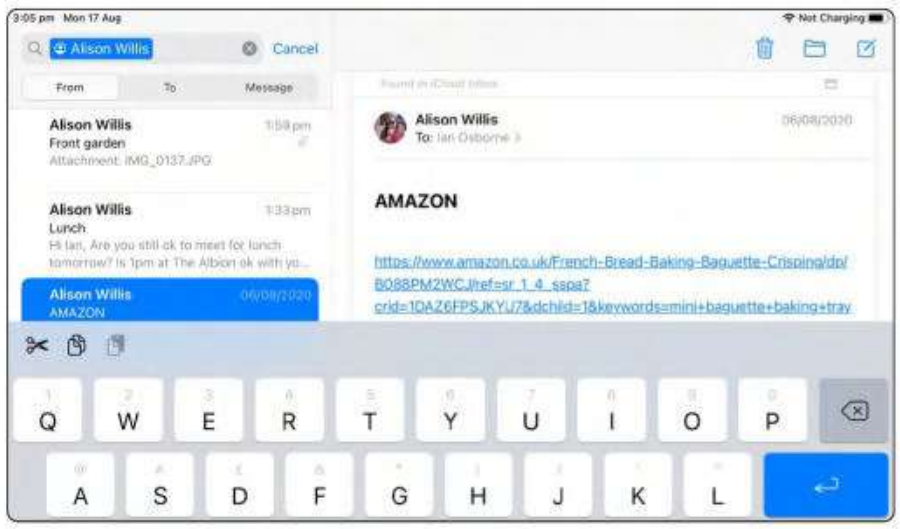
Email Notifications

If you've turned off notifications for your Mail app but want a notification for replies to a specific email you're sending, tap its reply button, and then tap Notify Me to activate Notifications. The email is then badged with a bell. Repeat to turn them off again.



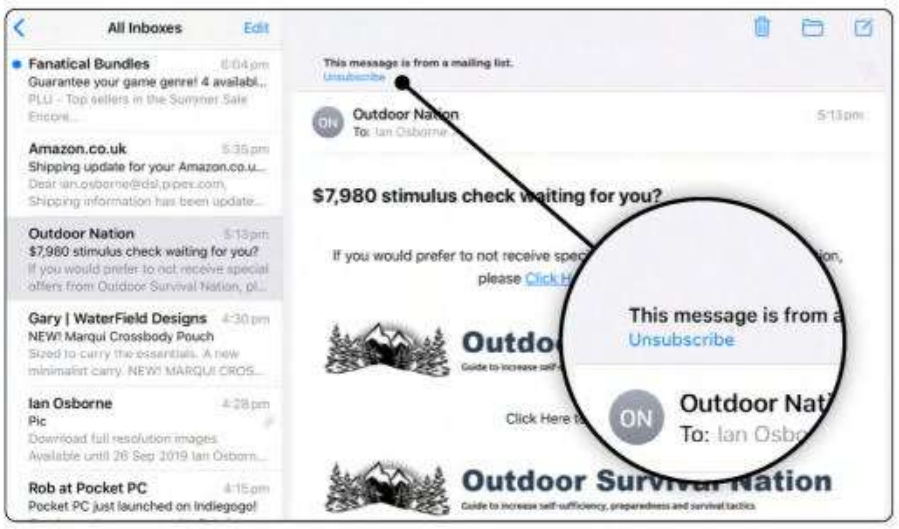
Searching Emails

Using the search field at the top of the screen, you can search your emails. You can search all mailboxes or just one. If you look for a person, you can search for emails from, to, or mentioning that person. There are more features than ever in iPadOS 14 Mail's search.



Email Unsubscribe

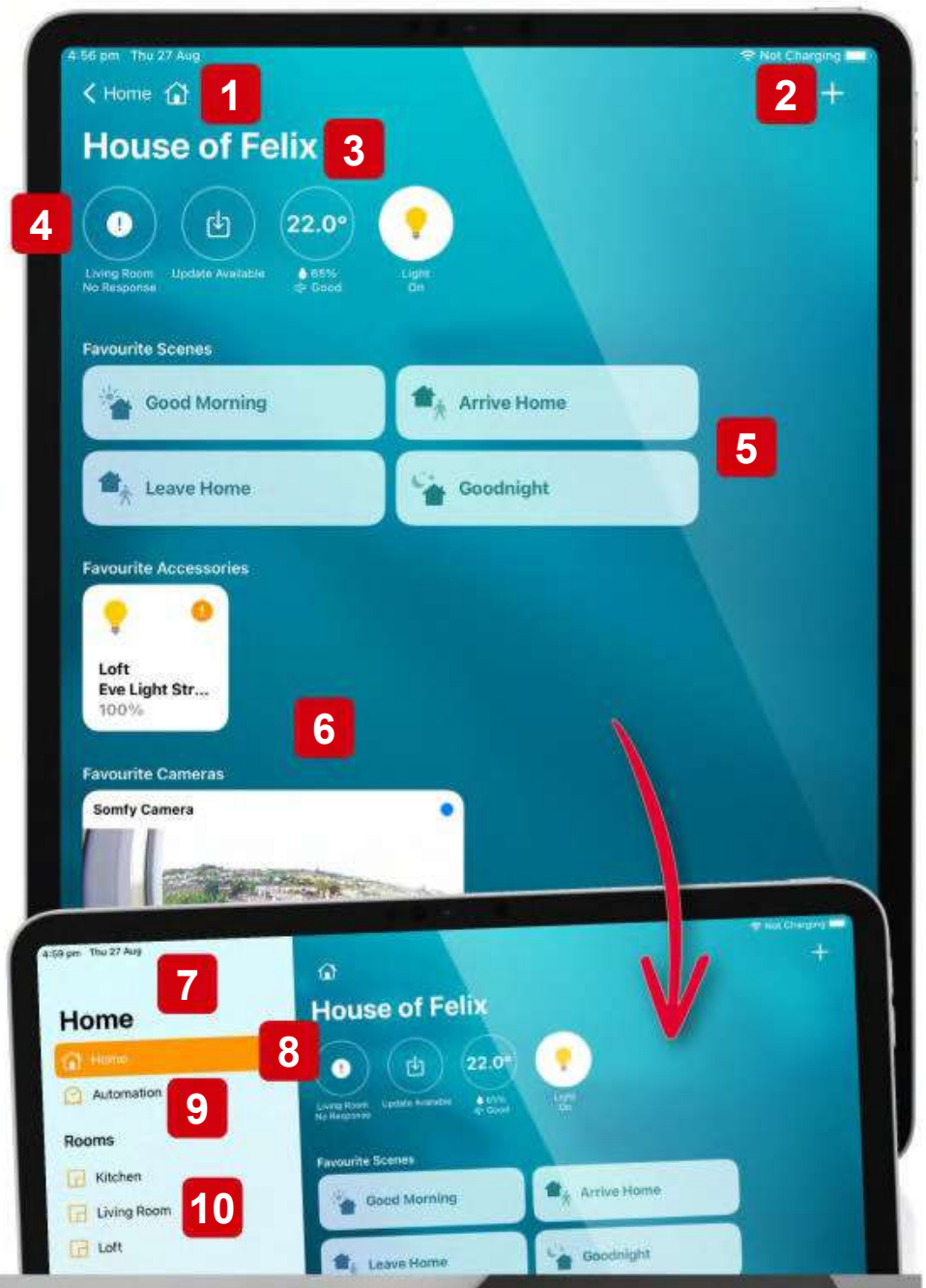
These days, it's a lot easier to unsubscribe from mailing lists. If Mail sees that an email has been produced by such a list, it automatically adds an Unsubscribe link at the top of the email. Tap this link if you want to remove yourself from that particular mailing list.



Home App
Control Your Gadgets

The Internet of Things involves controlling your household appliances and electronic gadgets remotely, over the Internet. HomeKit-compatible devices can be controlled directly from the Home application. Here's how.

Home in Focus



1 Tap the home icon in the top left for a pop-up allowing you to access your Home Settings and Room Settings. Home Settings cover the whole of the house, while Room Settings let you set up specific rooms.

2 The Plus icon pop-up allows you to add a HomeKit-compatible accessory or add a scene; a group of accessory instructions activated with a single tap.

3 This is the current name of your home. To change it, tap the Home icon (1), Home Settings and then tap the Name field to edit or change the current name.

4 These status icons give important information gleaned from your HomeKit-compatible accessories. You can tell at a glance whether a light is on, what the temperature is or if a motion sensor detects movement.

5 A Favourite Scene is a series of actions activated together. For example, 'I'm Home' might turn on HomeKit-compatible lights, use a HomeKit-compatible plug socket to switch on the TV or stereo and turn on the heating.

6 Here we see your favourite HomeKit-compatible accessories, added to the Home app by you. Tap on one of them for that individual gadgets' controls. It's is a great way of accessing your smart devices from a single app but they all have to be HomeKit-compatible.

7 In Portrait Mode, tap the chevron in the top-left to open the sidebar. In Landscape Mode, it's always here.

8 The Home icon here takes you to your home's overview, as seen here. On this screen, you can add new scenes and accessories, as well as activating and controlling those you've already added.

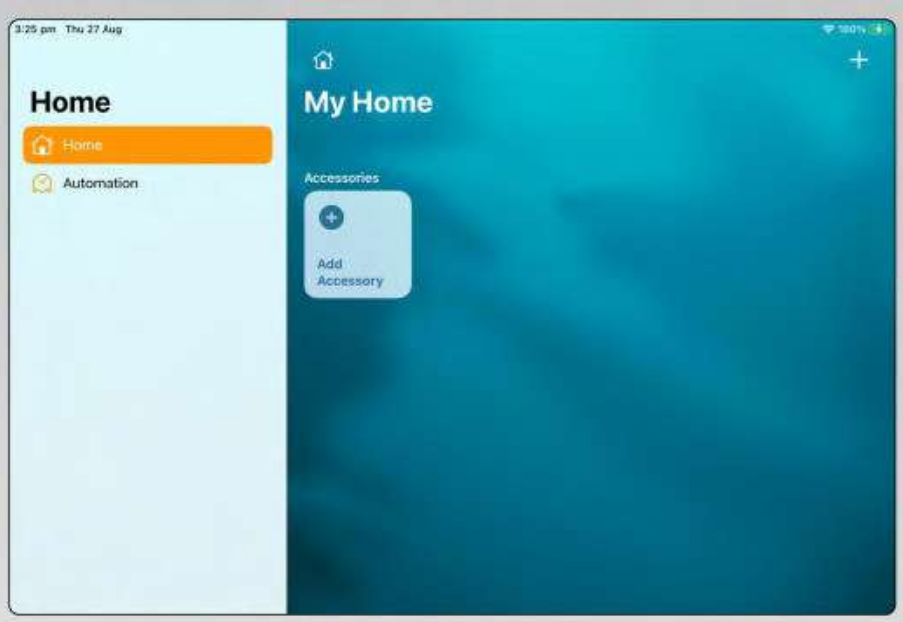
9 Tap Automation to set accessories to function automatically at given times, use Apple TV or HomePod to control your accessories when your iPhone or other Apple devices aren't nearby and more.

10 Tap here to see the accessories you've grouped into a single room. This is useful if, for example, you have HomeKit lights all over the house. You can tap a room and turn on the lights registered to that room alone.

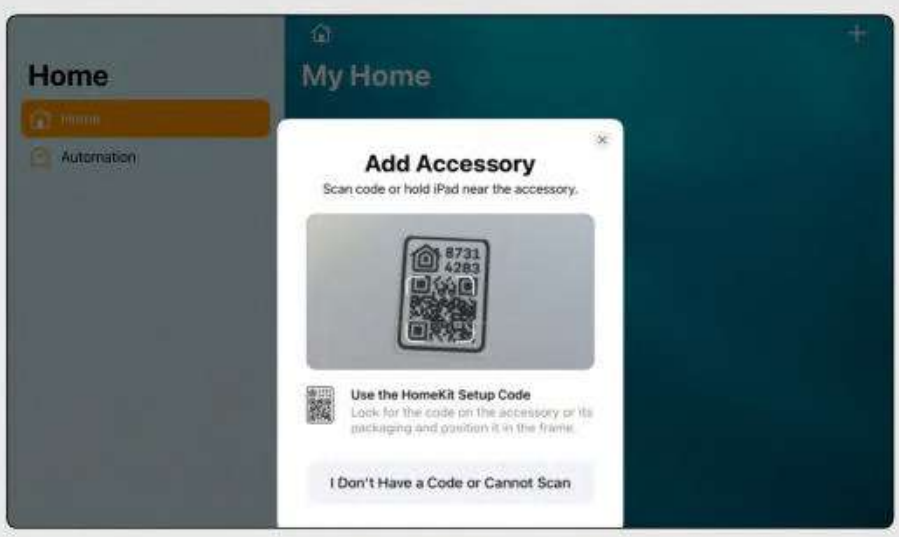
HomeKit compatible?

There's a regularly updated list of HomeKit-compatible gadgets on the Internet, found at www.bit.ly/2wLpcmh. It's very useful for checking compatibility before you buy. When in the shops, look for items showing the 'Works with Apple HomeKit' logo, as seen here.

Adding Accessories



1 When you first open the Home app, you see this screen. The app is currently empty, as no accessories have been added. To change the name (currently My Home) or the wallpaper, tap the Home icon and select Home Settings.

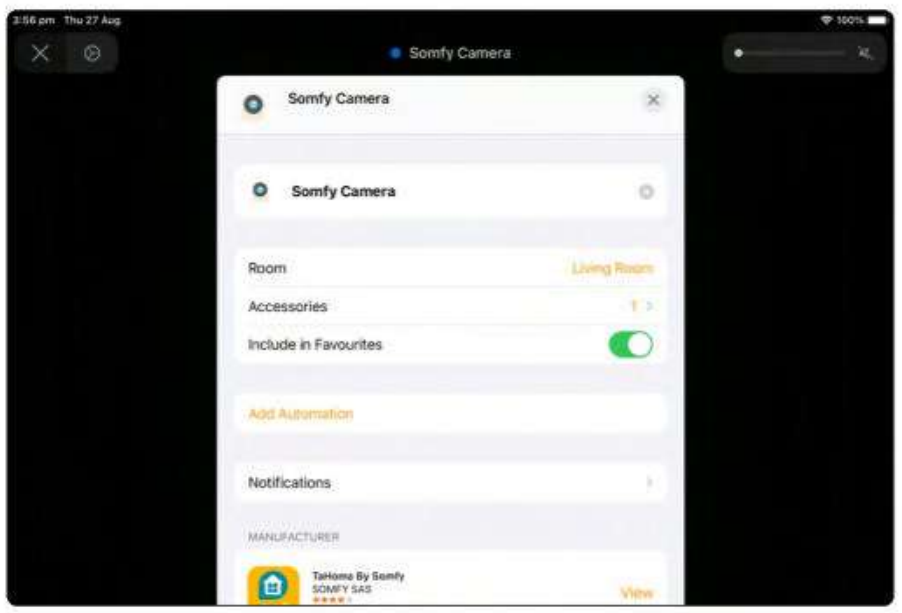


2 Adding a device to Home is easy. After tapping the Add Accessory button or under the + sign in the top right, use the iPad's camera to scan the HomeKit Code that comes with the device. Follow the on-screen instructions to add it to Home.

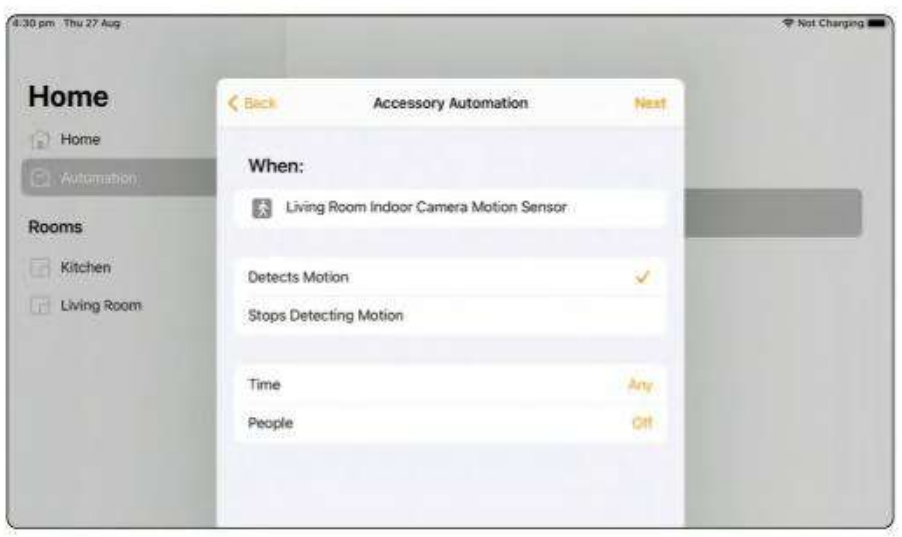
Home
Home
Automation
Rooms
Kitchen
Living Room
Loft
Automation
Have your accessories react to changes at home.
Make Apple TV (4th generation or later) or HomePod the centre of your home. Control HomeKit-enabled accessories remotely, grant access to the people you trust, and automate accessories to do what you want, when you want.

3 The Automation option in the sidebar lets you set timers, actions and more. What these timers and actions do depends on what kit you've incorporated into your Home app. You need to read their instructions for details on how they operate.

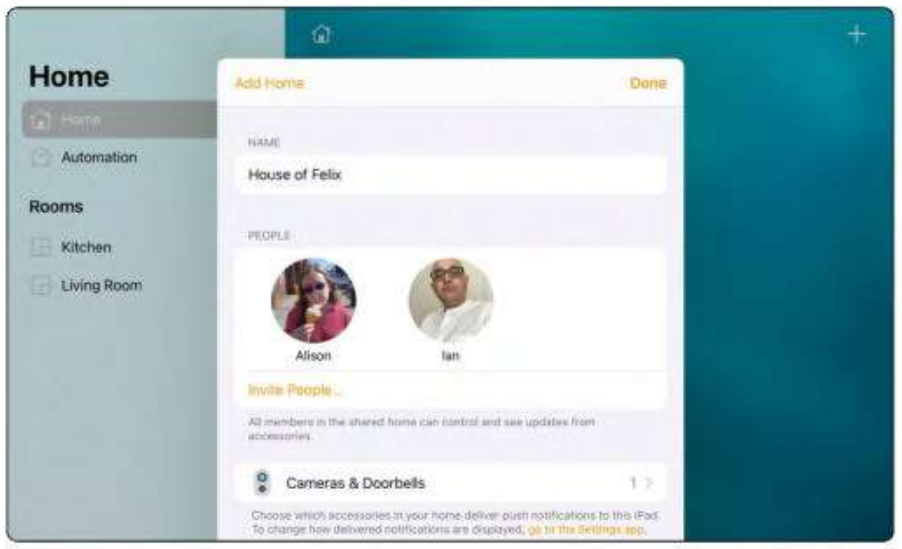
Gadgets and Scenes



1 When you've added some accessories, you can access their controls directly from the Home app, without having to open their own companion app. You can also set up automations involving that particular gadget, again from their Home app controls.



2 To set up an automation, tap Add Automation on the Home app's sidebar and follow the on-screen instructions to construct a sequence around them. For example, a motion detector could send you an alert and get a connected camera to take a picture.



3 If more than one person in the house needs to control the HomeKit accessories, you can share Home app settings. Tap the home icon on the landing page and tap Home Settings. Under People, tap the Invite link to invite others to share your app.

Safari App
Surf the Web

Safari is the iPad's bundled web browser. With it, you can surf the worldwide web, save your favourite pages as bookmarks, do your Internet shopping and more. In iPadOS 14, it's faster too and boasts some great new features.

Safari in Focus

1 These chevrons let you move forwards and backwards through your browsing history; use the left chevron to go back to the previous page and the right one to go forward again. If one or both chevrons are greyed, you can't navigate in that direction at the moment.

2 Tap this to open your Bookmarks sidebar, from where you can open a bookmarked page, or one you've added to your reading list. You can also access a list of sites you've recently viewed.You can also access a list of sites you've recently viewed.

3 This new icon gives access to the Website View Menu. It offers a range of options for viewing the website you're currently browsing, including: increasing and reducing text size, switching to Reader View or Desktop version, hiding the toolbar, and turning off content blockers.

4 This is your URL and search field. From here, you can type a web address to go to its page or type a search term to search the web for pages on that subject. You can launch a website directly from the search bar too. If you try to open a page that's already open in another tab, Safari switches to this tab instead of opening the page again.

5 Tapping the curly arrow here reloads the page at which you're currently looking. It's useful if a page hasn't loaded properly or needs updating, such as a news page.

6 This is the Sharing icon, which is found in many of the iPad's bundled apps. Tap it for a range of sharing options, including AirDropping the page to a nearby device, sending it by Mail or Message, printing it, saving it as a PDF and more.

7 You can have more than one page open at a time, by using browser tabs. Tap here to open a new tab, which appears below the top bar. You can then type a URL or a search term into the field at the top of the web page, as usual, and open a new page in the tab you just created.

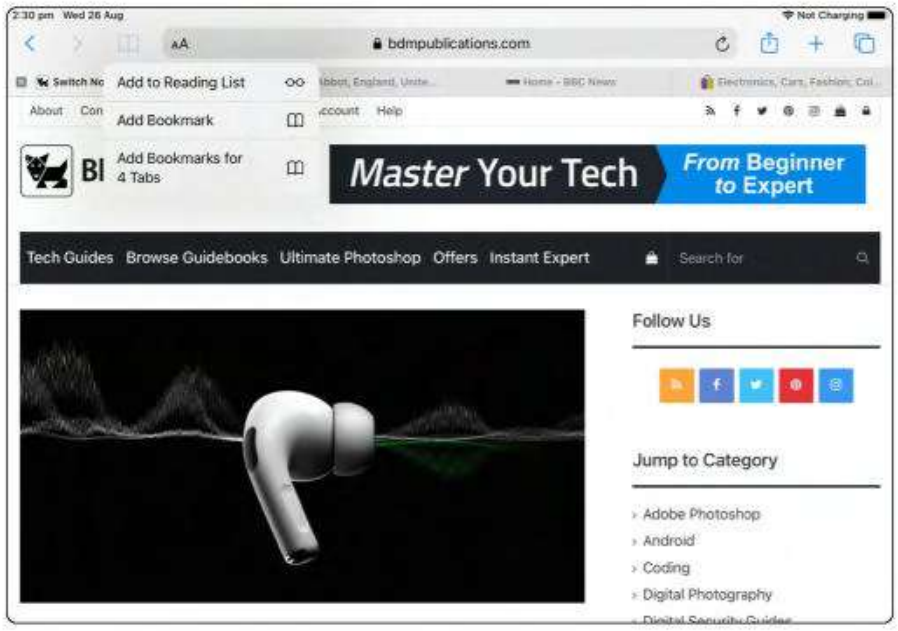
8 If you have a lot of tabs open and are having trouble finding the one you need, tap this icon to see all of the currently open tabs in your browser as thumbnails.

9 These are your open tabs. Tap a tab to view the web page currently open in that tab, and tap the 'X' icon on the left of your current tab to close it.

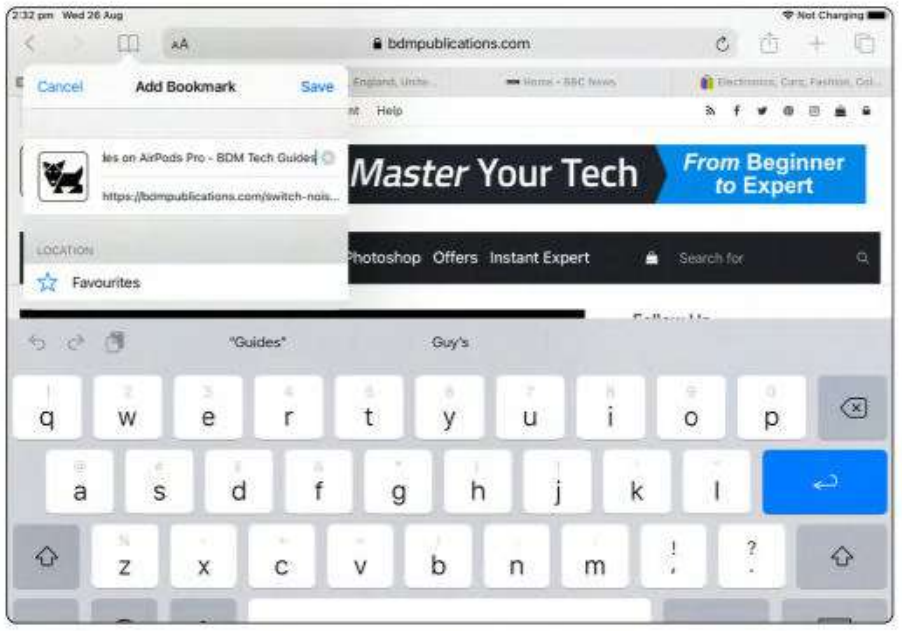
10 This is a text field on the website currently being viewed. Tap it and the virtual keyboard appears at the bottom of the iPad's screen so you can type. This text field is for searches, but other examples include online forms, forum posting windows and more.

11 A web page can contain words, pictures, videos and more. Tapping links on a web page, such as the pictures or buy buttons here, takes you to a new page.

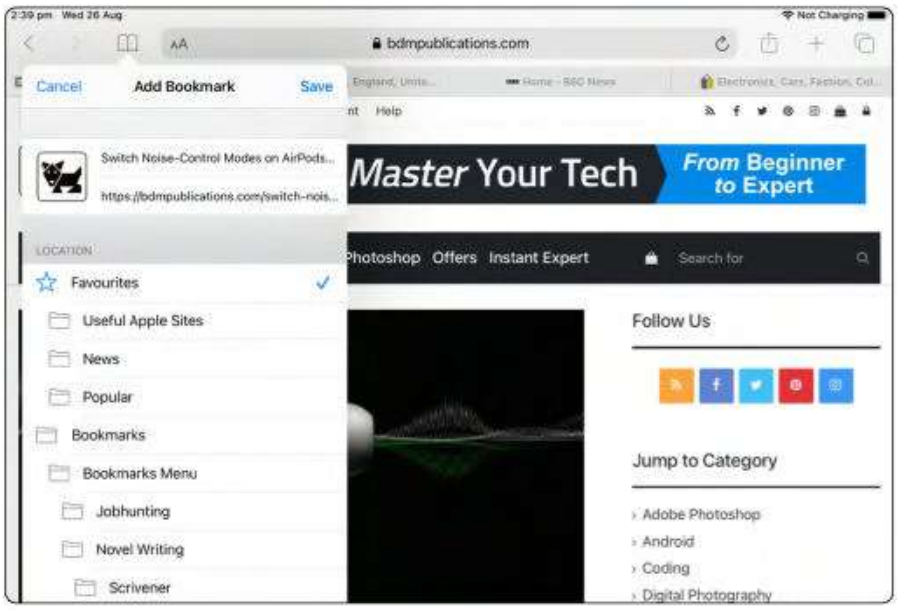
Bookmarking Pages and Organising Bookmarks



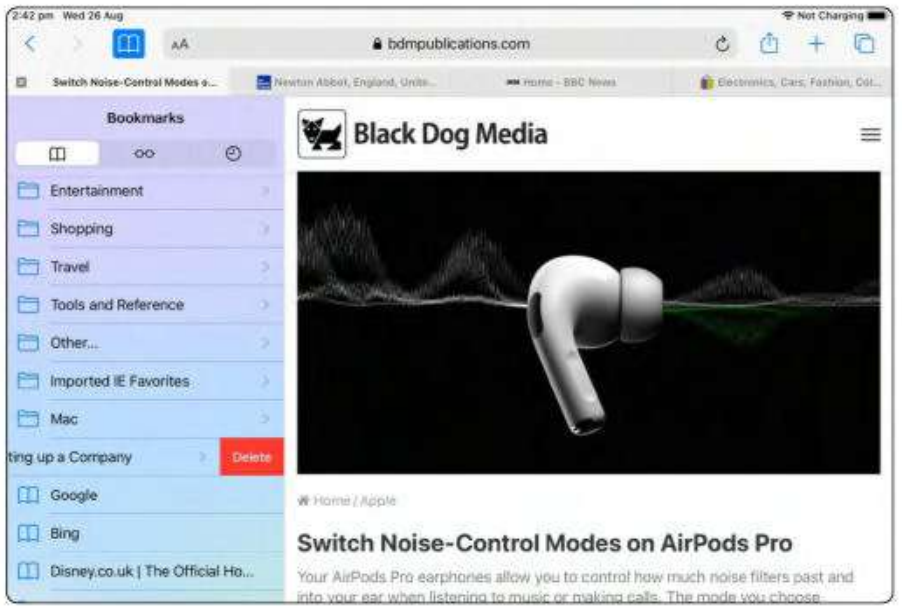
1 To bookmark a page, tap and hold the Book icon at the top of the screen until a menu appears. From here, you can bookmark the page, add it to your Reading List or add bookmarks for all your open tabs.



2 Tap Add Bookmark and a new window appears. You can edit the name of the website as it appears in your bookmarks; just delete the text indicated here and type whatever it is you want to call it.



3 You can change the save location. Tap the location offered and select a new one. This lets you organise your bookmarks into folders. Sites in the Favourites section appear on the panel found by tapping the URL bar.



4 Tap the book icon to open your bookmark list and tap a bookmark to go to that site. Tap Edit to organise your bookmarks and add folders. You can delete bookmarks and folders by dragging them left and tapping Delete.

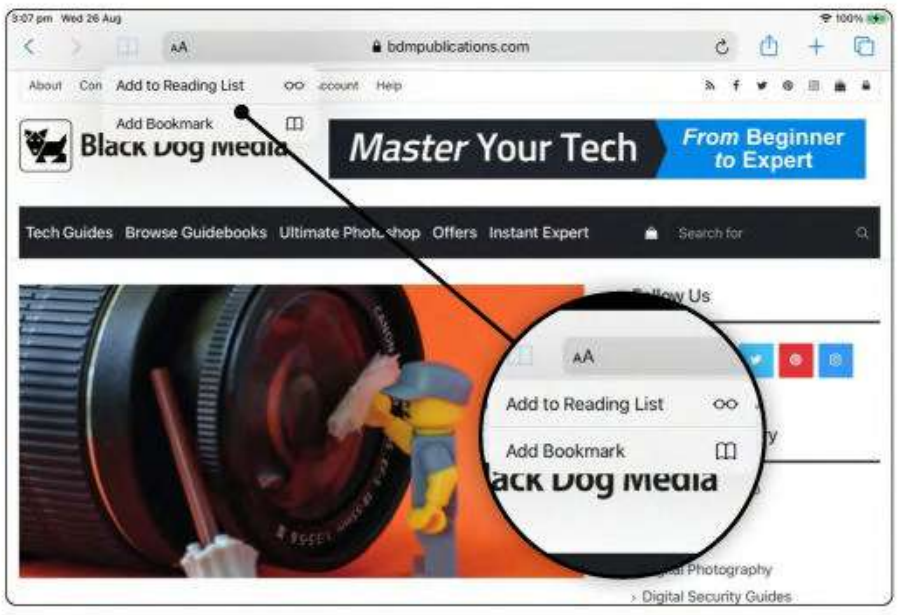
Orientation.

Pages can be oriented into landscape or portrait mode simply by rotating the iPad.

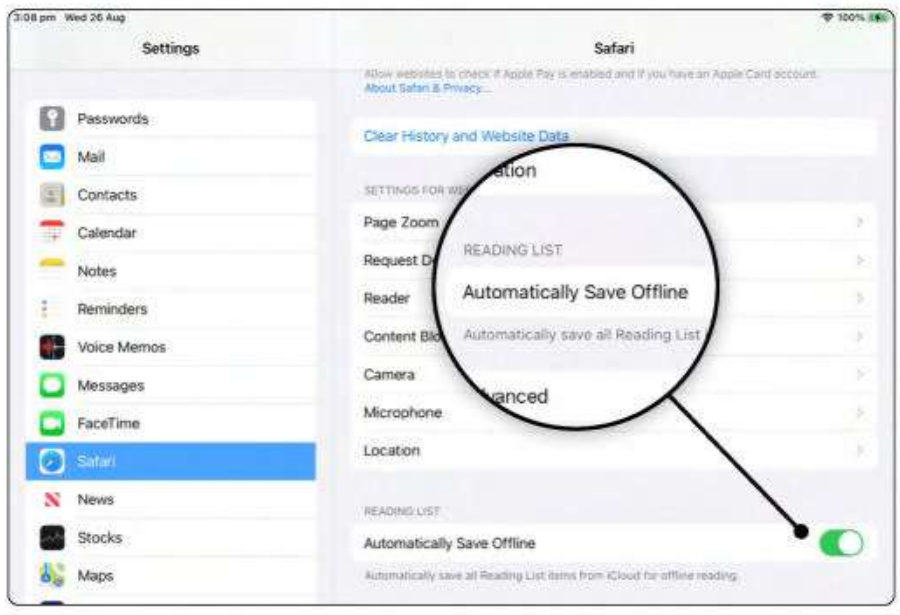
Organising Tabs.

Tap the Tabs icon (top right) to see open tabs. Their thumbnails can be reordered by dragging. To open a new tab, tap '+'. Tap a thumbnail to go to that site. Close it by tapping the 'X' in its top left. In Settings > Safari > Close Tabs, you can set tabs to close automatically after a set time.

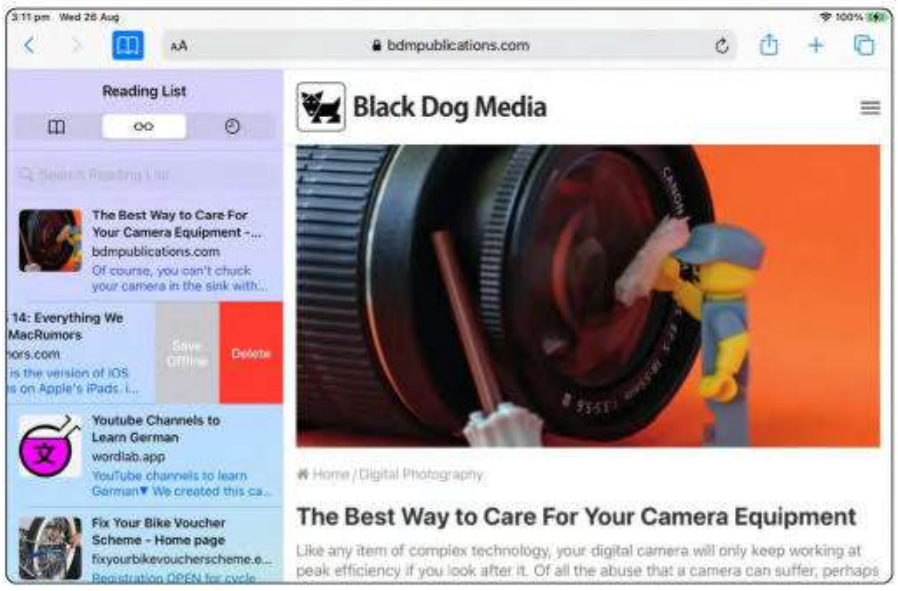
History and Reading List



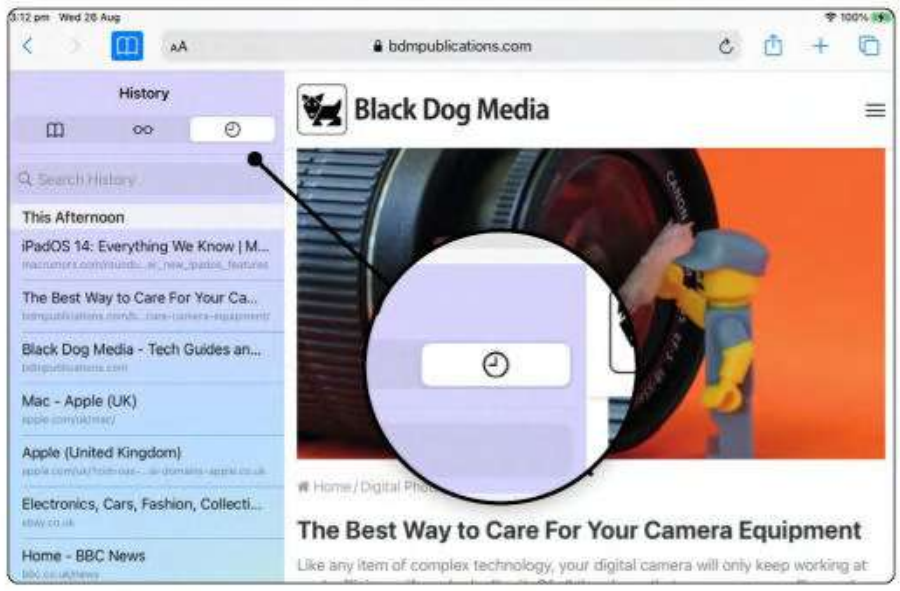
1 If you find something on the web, but you haven't time to read it and don't want to bookmark it, add it to your reading list. Long tap the Bookmark icon, and in the pop-up, tap the Add to Reading List icon.



2 In Settings > Safari, you can opt to automatically save your reading list items for reading when you've no Internet connection. To access your reading list, tap the Bookmark icon, then tap the Glasses icon at the top.

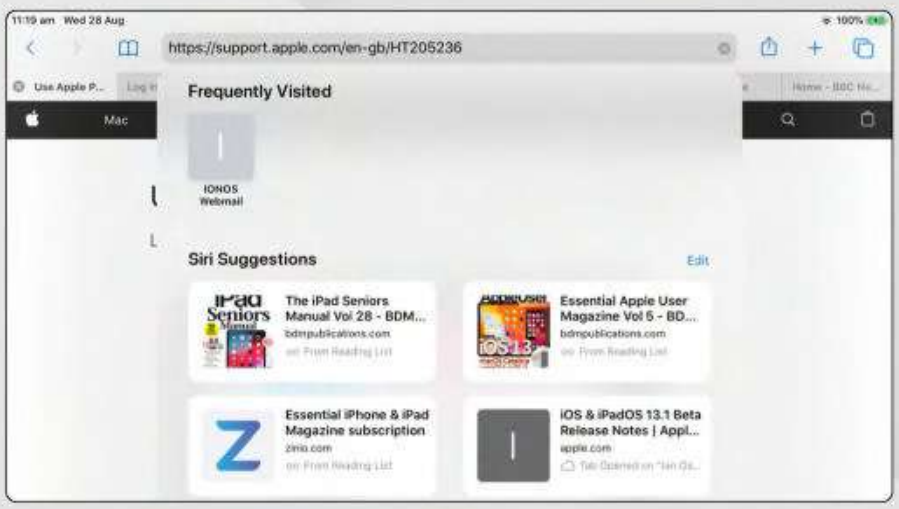

bdmpublications.com
Reading List
Black Dog Media
The Best Way to Care For Your Camera Equipment -...
bdmpublications.com
Youtube Channels to Learn German
wordlab.app
Fix Your Bike Voucher Scheme - Home page
fixyourbikevoucherscheme.e...
Home / Digital Photography
The Best Way to Care For Your Camera Equipment

3 Tap an item in the list to open it. Swipe it right to mark it read or unread. Swipe left to delete or save it. Tap Edit (bottom right), and tap the circles to delete or save offline multiple items at once. Tap Done to close.

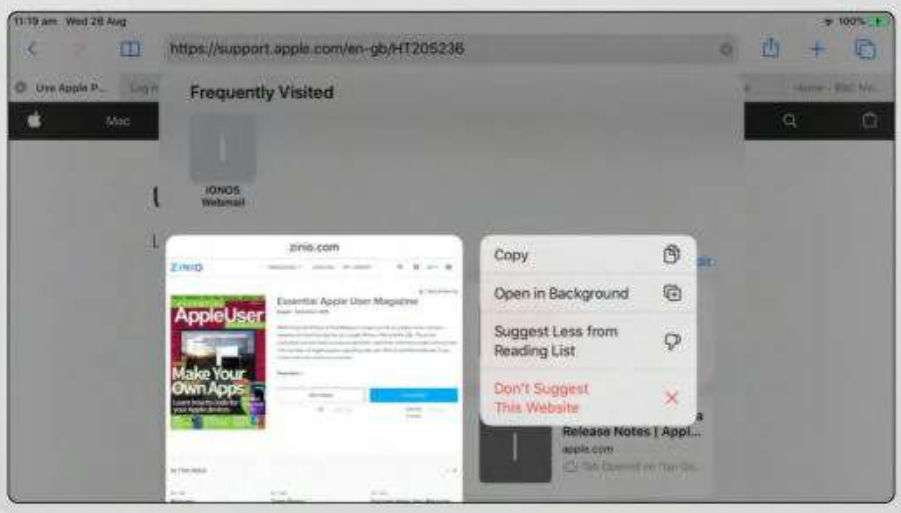

bdmpublications.com
History
Black Dog Media
This Afternoon
iPadOS 14: Everything We Know | M...
The Best Way to Care For Your Ca...
Black Dog Media - Tech Guides an...
Mac - Apple (UK)
Apple (United Kingdom)
Electronics, Cars, Fashion, Collecti...
Home - BBC News
The Best Way to Care For Your Camera Equipment

4 The third tab in your sidebar, a Clock face icon, is your browsing history. Tap this to see what pages you've looked at previously. You can tap a page to open it, swipe to delete it, or tap Clear to empty the list completely.

Start Page.


https://support.apple.com/en-gb/HT205236
Frequently Visited
Mac
IONOS Webmail
Siri Suggestions
Edit
The iPad Seniors Manual Vol 28 - BDM...
Essential Apple User Magazine Vol 5 - BD...
Essential iPhone & iPad Magazine subscription
iOS & iPadOS 13.1 Beta Release Notes | Appl...

1 Open a new Safari page, or tap the URL bar for this start page. It contains thumbnails of sites stored in your Favourites folder (see bookmarking, previous page). Scroll up to see other often-used sites and Siri suggestions.



2 Tap a thumbnail to open the site. Long press one of the thumbnails for a preview of the site, and also a menu to copy the page, open it in a new tab, edit the bookmark's name, URL and location, or delete it altogether.

Privacy Report

To get a privacy report on the website you're currently viewing, tap the 'AA' icon and choose Privacy Report. Websites that want to track you for advertising purposes must ask for permission too; you'll get a pop-up.

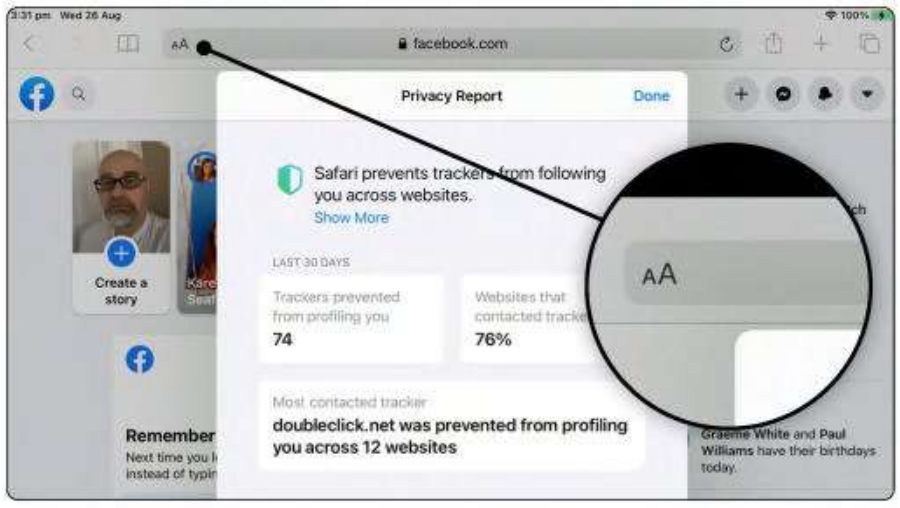


Photo Upload Resizing

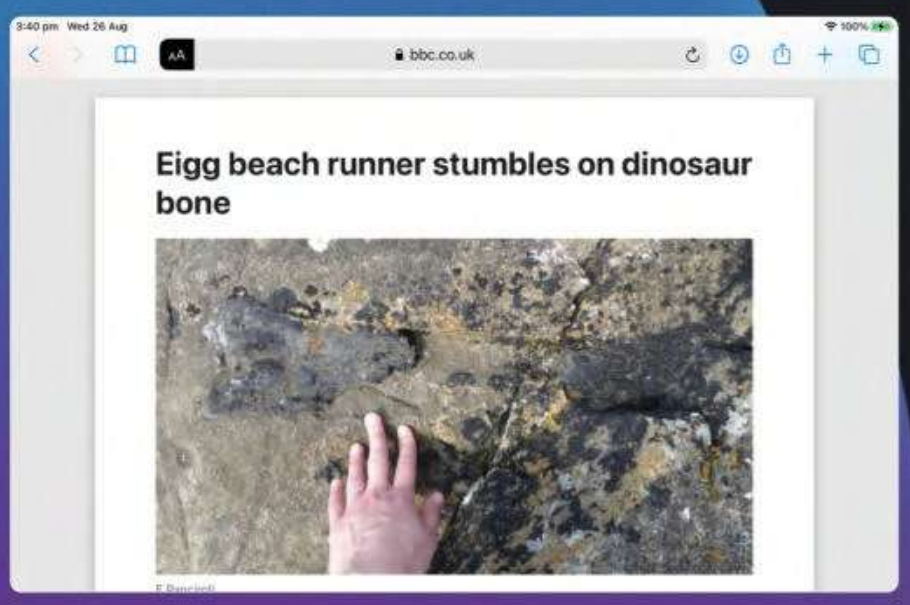
If you upload a photo to a website, such as Facebook or an online forum, you can set the size at which it will be uploaded. Just choose the photo and at the bottom of the screen, tap Choose Image Size for a pop-up.

Download Manager

Safari now has a download manager, similar to the one found in Safari on the Mac. If you choose to download something on your iPad, an icon appears in the top right. Tap it to see recent and current downloads.

Reader View.

On some web pages there's a reader view, which simplifies the layout (ideal for printing). Tap the 'AA' icon and choose Reader View, if available. Tap it again and choose Hide Reader View to return to regular web browsing.



Private Browsing.

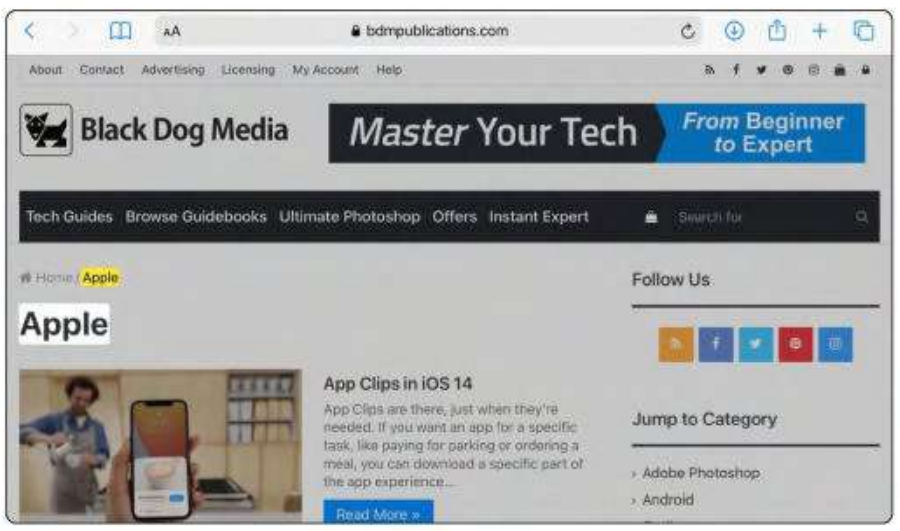
Sometimes, you might want to surf the web privately, without others who use your iPad knowing what you've been looking at. Maybe you're planning a surprise party or looking for a present to buy.

Open Safari and tap the two squares icon next to the + icon in the top right corner. Now tap the Private link, also in the top right corner, to switch to Private Browsing. Tap Done to return to Safari and continue using the web.

A new browsing window opens; note the dark toolbar at the top. Using this window your online activities remain private. To leave private browsing, simply repeat Step 1. The toolbar is white again and private browsing is off.

Searching for Text

1 To search a web page for text, tap the URL bar and enter your search terms but don't tap Enter. You can tap an arrow to complete the text in the URL bar. Possible results appear as you type. Tap this results window and, at the bottom, you'll see an entry titled 'On This Page'.



2 Tap this and you're shown instances of the text on the web page, which you can cycle through with the chevrons at the bottom. Tap Done on the bar at the bottom to go back to regular browsing or use the field in the bottom bar to look for another text string.

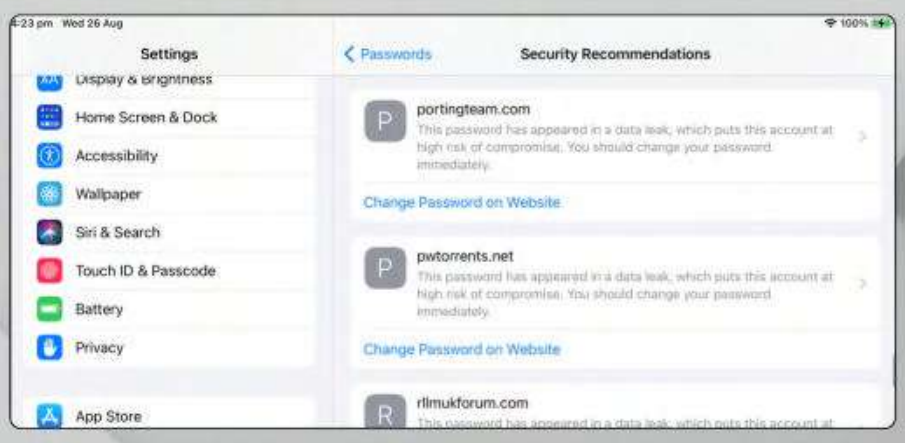
The Sharing Sheet

1 Tap the Share icon (the page with the up-pointing arrow) for the Sharing sheet. You can then share with someone you regularly interact with (the top row) or choose to share the link with AirDrop, Messages or Mail, add it to Reminders or Notes and more.

2 Towards the bottom of the Sharing sheet are options that let you add the page to favourites or the reading list, bookmark it, print it or open it in various apps you might have on your iPad. To close the Sharing sheet, tap the cross in its top right corner.

Password Monitoring.

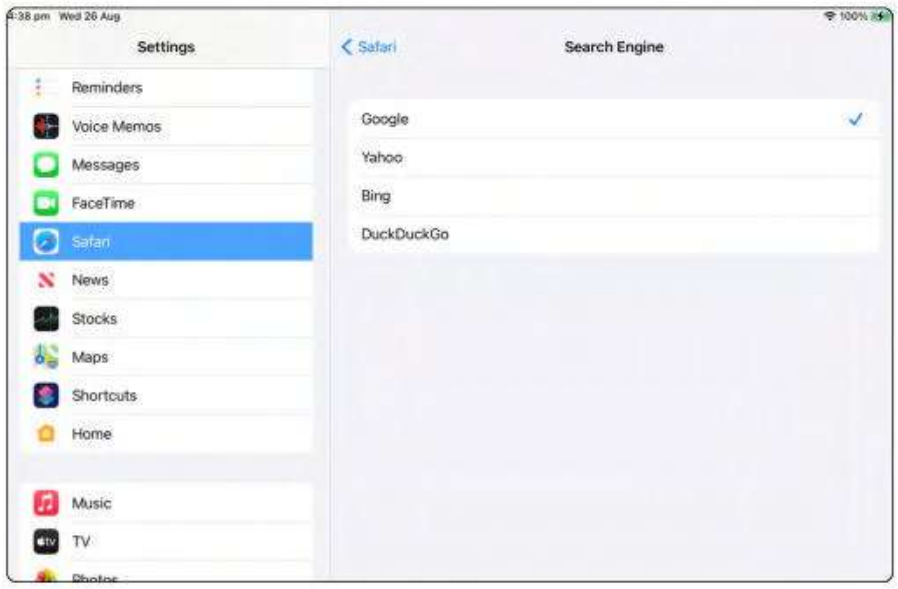
Safari can check your website passwords against lists of passwords that have been compromised by hackers. Go to Settings > Passwords > Security Recommendations, to see if your passwords have appeared in a data leak.



Clear Cache.

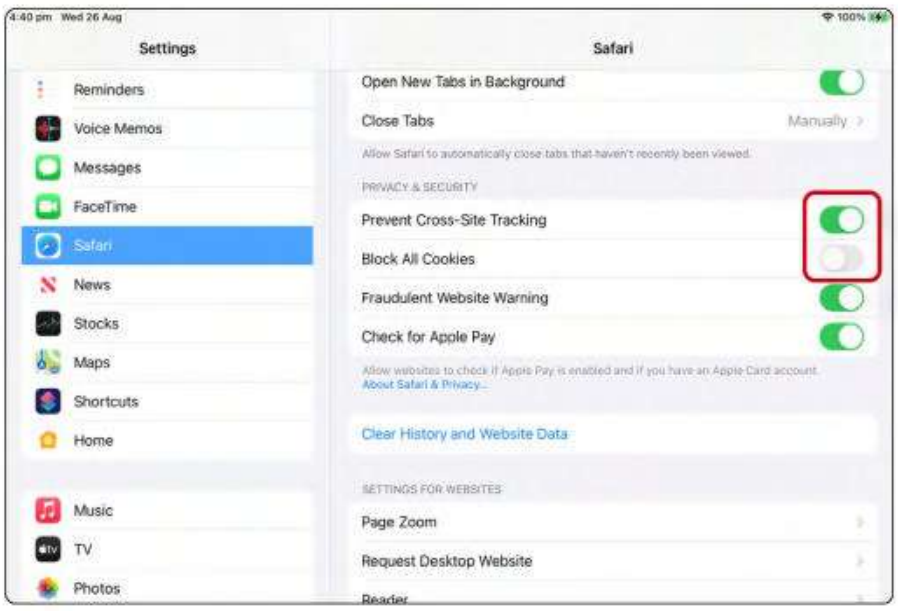
Go to Settings > Safari for an option to Clear History and Website Data. Tap it for a pop-up window. Reading list and bookmarks are unaffected by clearing but history and caches are cleared from all devices signed into your iCloud.

Useful Safari Settings



1 By default, Safari uses the Google search engine when you type a search term into the URL field atop the screen; but you can change this by going to Settings > Safari > Search Engine, and choosing one of the other options.

2 If you activate the Show Favourites Bar, which is off by default, the websites stored in your Favourites bookmark folder appear in a bar under the toolbar atop the web browser. It's the old school Safari way of doing things.



3 Two more options that are worth switching on are Prevent Cross-Site Tracking and Block All Cookies. They stop sites leaving information on your iPad for targeting adverts. However, they don't reduce the number of ads you see.

Other Safari Settings.

Here are some other things you can change in Settings > Safari.

Page Zoom: Set your browser to be zoomed in or out of a website by default.
Request Desktop Site: Switch it on and Safari always shows the desktop version of a website, and not the mobile one.
Reader: You can automatically use the Reader View on websites if you turn this on.
Camera/Microphone/Location: Do you want websites to have access to these things? By default, they have to ask, but you can change this to Deny or Allow.
Language: You can switch to another language for Safari if you wish.
Downloads: Set where documents and data, downloaded in Safari, are saved. By default, it's your Downloads folder in the Files app.

The AutoFill Feature.

AutoFill can save you lots of time when filling in a web site's information forms. You just need to set it up; information such as your name, address, telephone number and credit card details can be added, along with other details.

To set up Auto-fill, go to Settings > Safari > AutoFill. From there, you can decide whether you want to use information stored on your contact card for the feature, whether AutoFill should include user names, passwords and credit cards.

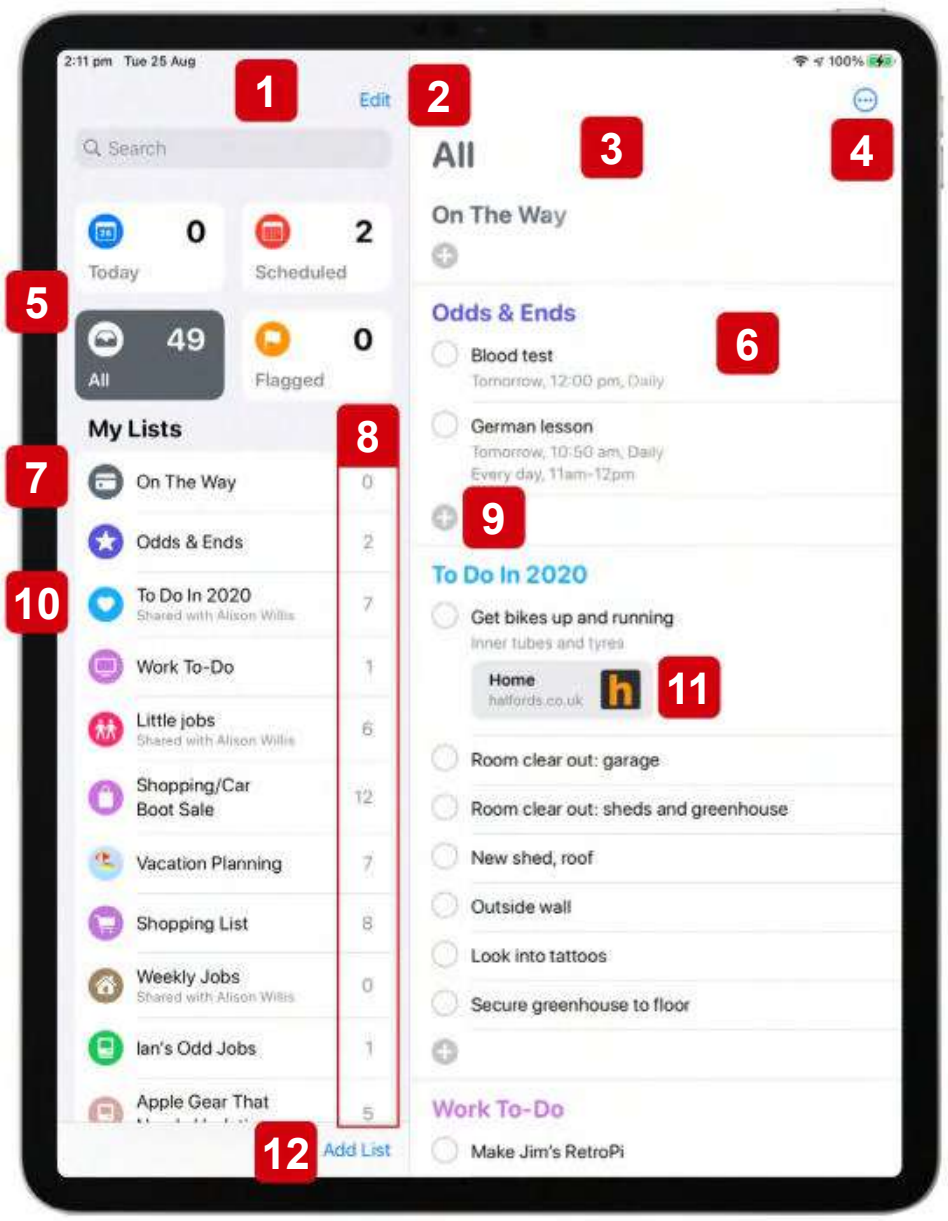
Use the form opposite to sign up to receive our quarterly news and updates on our email marketing guides and events.
- Updates to our library of free marketing guides
- Best-practice seminar events
- Forthcoming webinars
- Topical discussion and advice from our blog posts
- The latest additions to our online KnowledgBase
- New products and services
AutoFill Contact
AutoFill Contact
Ian

Set up the AutoFill information as you see fit. Be aware that if you add a credit card, the security number on the back isn't saved. When done, you need to fill in a web form, just tap a text field and then tap AutoFill Contact to fill it in.

Reminders App
Never Forget Again

The Reminders app has gained a few new features in iPadOS 14. When sharing a list, you can assign reminders to specific individuals, you can edit multiple reminders at once and you can use Emoji and symbols too.

Reminders in Focus



1 Use the improved search field to search the app for people, locations and notes, individual lists and reminders.

2 Tap this link to edit your lists. Delete them with the minus sign, reorder by dragging their three-line icons up and down and tap the 'i' icon to rename a list, change its colour or choose a new icon. You can rearrange or hide smart lists too.

3 This is the Reminders app's front page, showing smart lists as well as the lists you've created yourself. A 'list' is a group of reminders you've set up and can be called anything you like.

4 Tap the three-dots icon to select reminders so you can edit, flag or complete them at the same time and show completed tasks. When looking at an individual list you can also change its name and appearance, share the list or delete it.

5 These are your smart lists. 'Today' is for that day, 'Scheduled' shows reminders scheduled for any day, 'All' lists all your reminders and 'Flagged' shows reminders you've flagged.

6 Here you see the currently selected list or smart list. As 'All' is currently selected, this column shows all your reminders and lists.

7 These are your lists. Tap one to open it and see the individual reminders you've added, mark reminders as complete and add new ones.

8 These are the number of outstanding reminders each list contains. It's removed when marked as done.

9 Tap the plus sign to add a reminder to a list. Tap the circle next to a reminder to mark it as done.

10 You can share a Reminders list with others, as long as they have an up-to-date Apple device. The list then appears in their own Reminders app and any edits made are shared. You can assign individual reminders to specific people.

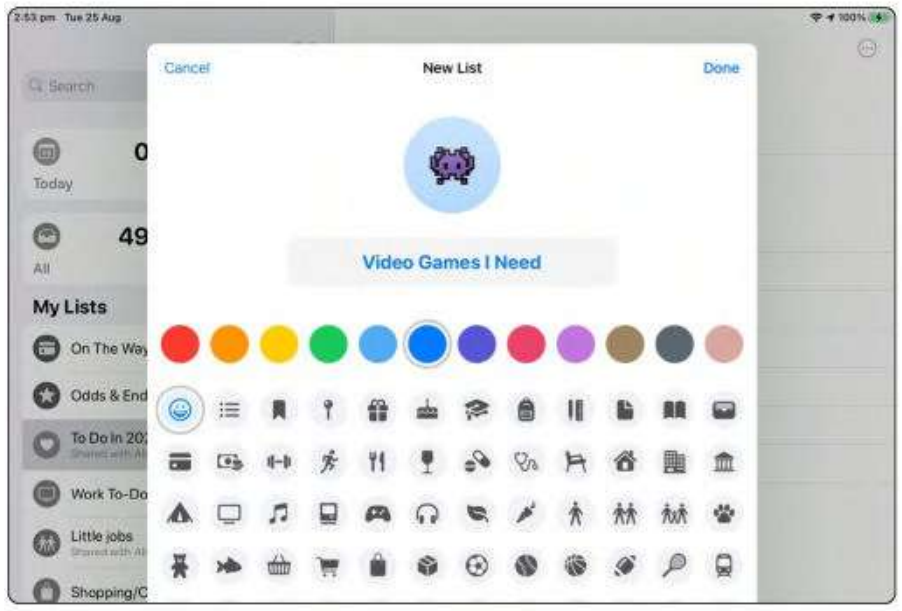
11 Add a URL to a reminder and a quick link to the website is shown along with it.

12 Tap here to create a new list, which appears in the My Lists section of the Reminders home page.

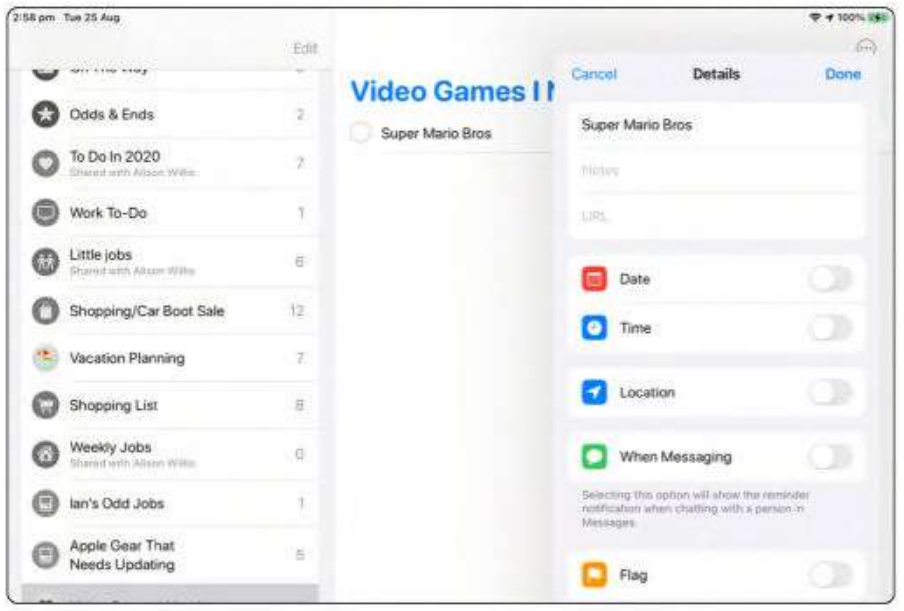
Reminders on the Web.

If you sync your Reminders with iCloud, you can take a look at them from any Internet-capable device that has a web browser. Just go to www.icloud.com and enter your Apple ID, and there they are.

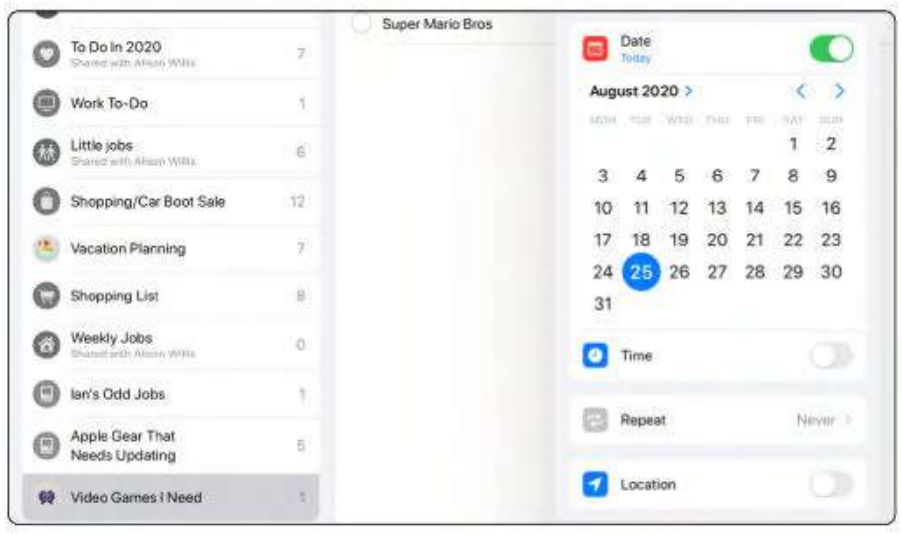
Creating and Using Reminders



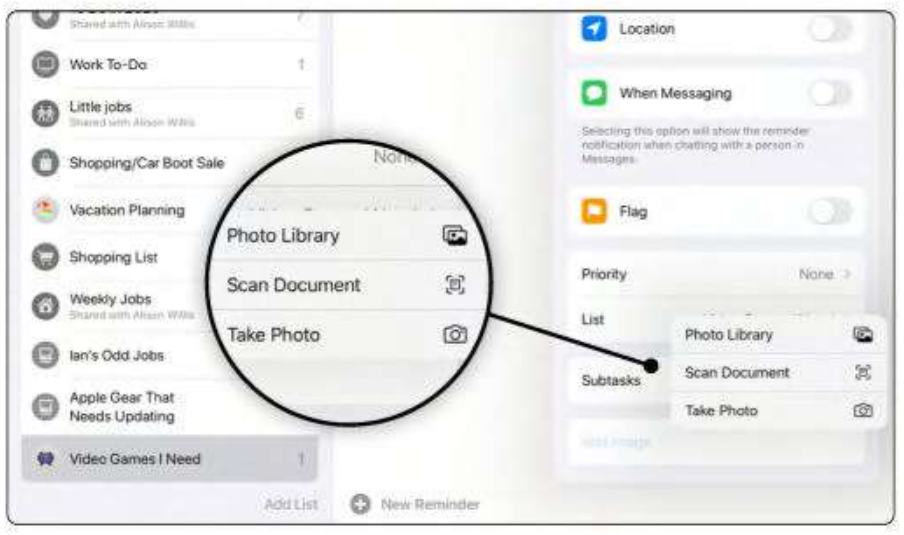
1 To create a new list, on the home page tap the Add List link in the bottom right. Add a title for your list and tap one of the coloured circles to give it a colour. Scroll up and pick an icon for the list; you can use emojis or symbols. Tap Done when finished.



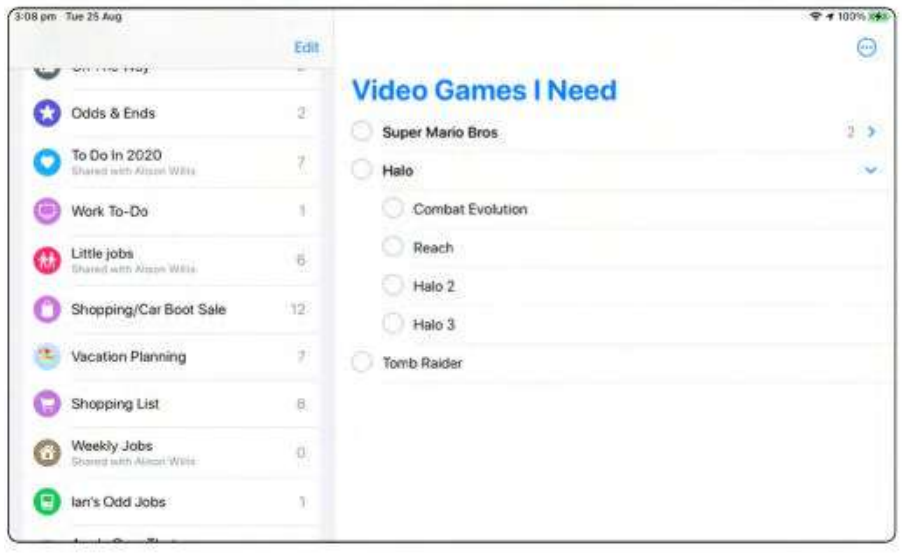
2 To add a reminder to a list, tap the list and tap New Reminder. Add a name and, if you wish, tap the 'i' icon next to it to: add notes, a URL or a flag, set a priority as low, medium or high and more. When you've carried out the task, tap the circle to its left to check and dismiss it.



3 To schedule a reminder, tap it, tap the 'i' icon that appears and then switch on 'Date' and/or 'Time' to add an alarm. You can also set the reminder to repeat. Instead of a date and time, you can be reminded when you reach or leave a location or when messaging a certain person.



4 Tap the Add Image link near the bottom of the Details screen and you can add a photo from your Photos app, take a new one or scan a document. This picture appears in your list associated with that particular reminder. Tap it to enlarge it.



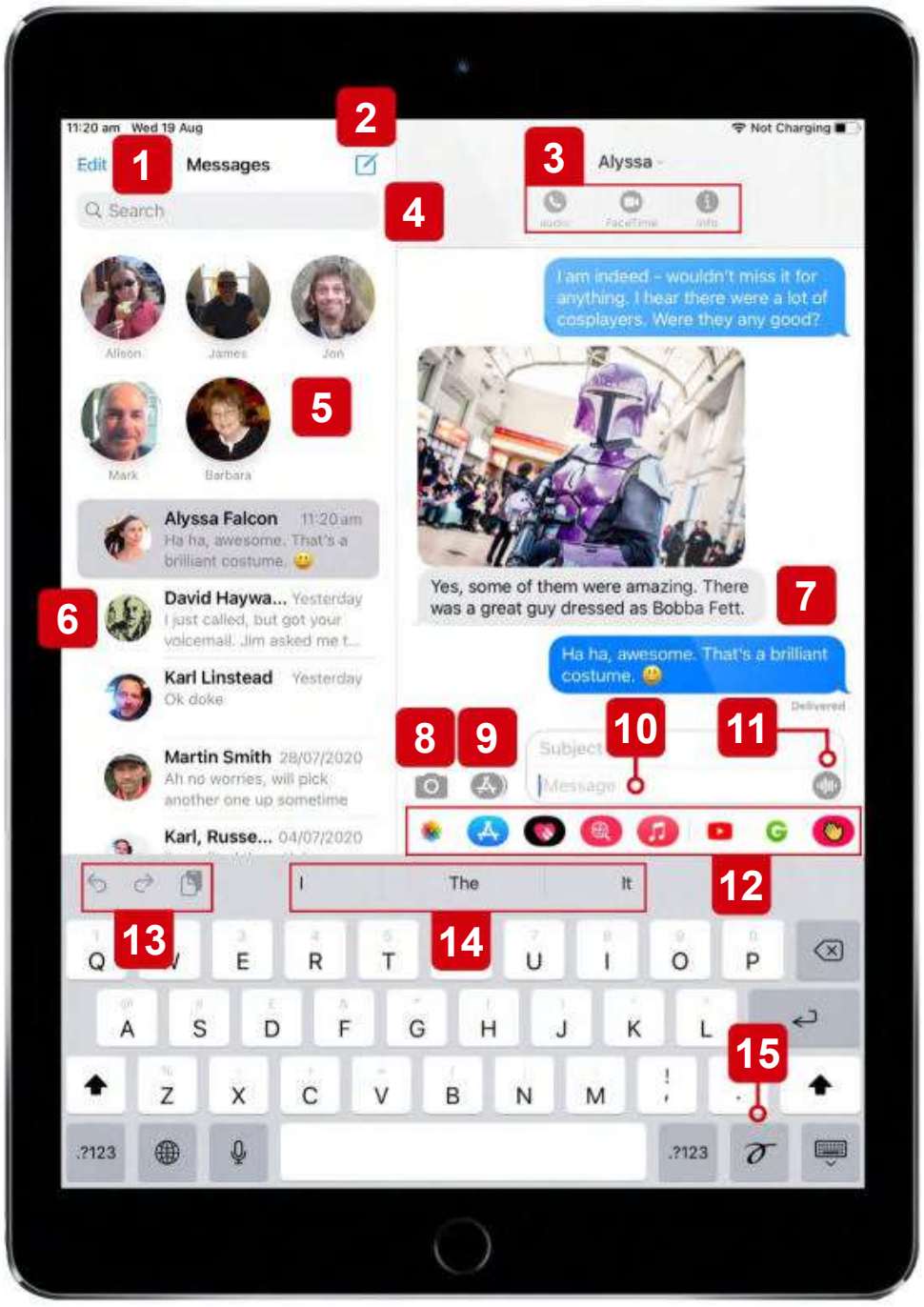
5 You can add Subtasks to a reminder from the Details screen, breaking down the item of which you need reminding into smaller tasks. In your reminders list, they appear in a collapsible list under the reminder in question and can also be marked completed.

6 To share a list with another Mac, iPad or iOS user, open the list and tap the three-dots icon (top right). In the menu, tap Add People, then choose how you want to share. Reminders created in iPadOS, iOS 13 and macOS Catalina aren't compatible with earlier versions of the OSs.

Messages App
Texts on Your iPad

Messages has gained some great new features in iPadOS 14. You can pin your favourite conversations to the top of the list, customise group conversations with a photo, emoji or memoji and lots more.

Messages in Focus



1 Tap Edit for a three-option pop-up. Select Messages lets you mark conversations to mark as read/unread or delete in one go, Edit Pins is for pinning and unpinning conversations and Edit Name and Photo lets you change these things.

2 Tap here to open a new, blank message, which you can then write and send in the usual way. To message someone you've already chatted with, you can tap their name in the left hand sidebar instead.

3 This is the person you're currently talking to in the open message conversation. Tap the chevron to the right of the name for options to call that person, or see their Contacts details.

4 Using this field, you can search through your list of messages. This search facility is greatly enhanced in iPadOS.

5 You can pin conversations to the top of the list. Tap and hold a conversation then tap Pin from the pop-up. Alternatively, tap Edit, choose Edit Pins and then pin and unpin chats as you please.

6 These are your current message conversations. Again, images are drawn from the Contacts app. If a chat is marked with a blue dot, it has unread messages.

7 The current (open) conversation; as you can see it includes emojis and a photo attachment.

8 Tap the camera to take a photo with the Camera app and add it to your message. If you want to choose one from your photo library, tap the App Drawer icon (9) and then tap the Photos icon.

9 This icon opens the App Drawer, a feature that we cover in more depth later in this tutorial.

10 Type your message in here, then tap the blue arrow, which appears in the right of this field, to send it.

11 Tap and hold the Waveform icon here, to send a voice message. The receiver can then listen to it in their own Messages app.

12 This is the App Drawer, which is opened and closed with the App Drawer icon (9).

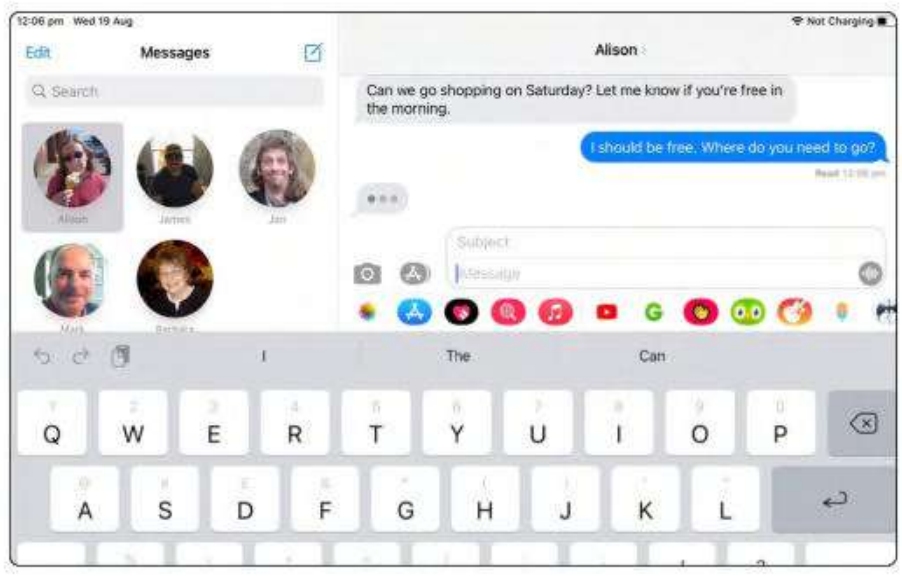
13 These icons are for undo, redo, and paste, respectively. Paste is useful if you've copied something from another app to send in a message.

14 Keyboard features such as predictive text make typing messages a lot easier. It's a good idea to familiarise yourself with them.

15 Tap here to turn your keyboard into a scribble pad, on which you can write a message or draw a picture with your finger, then send it to the person you're messaging.

Sending a New Message

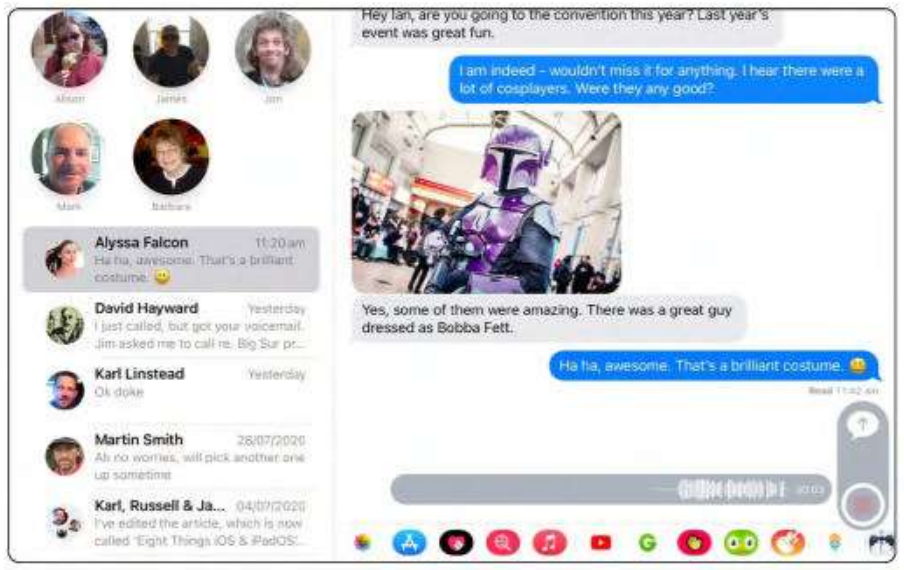
1 Tap the Pen and paper icon in the top right corner of the sidebar to open a new message. In the To field, type the mobile number, or email address, of the person you want to message. If that person is in your Contacts app, type their name instead or use the + icon on the left.


Edit
Messages
Alison
Search
Can we go shopping on Saturday? Let me know if you're free in the morning.
I should be free. Where do you need to go?
Subject
iMessage
I
The
Can
Q W E R T Y U I O P
A S D F G H J K L

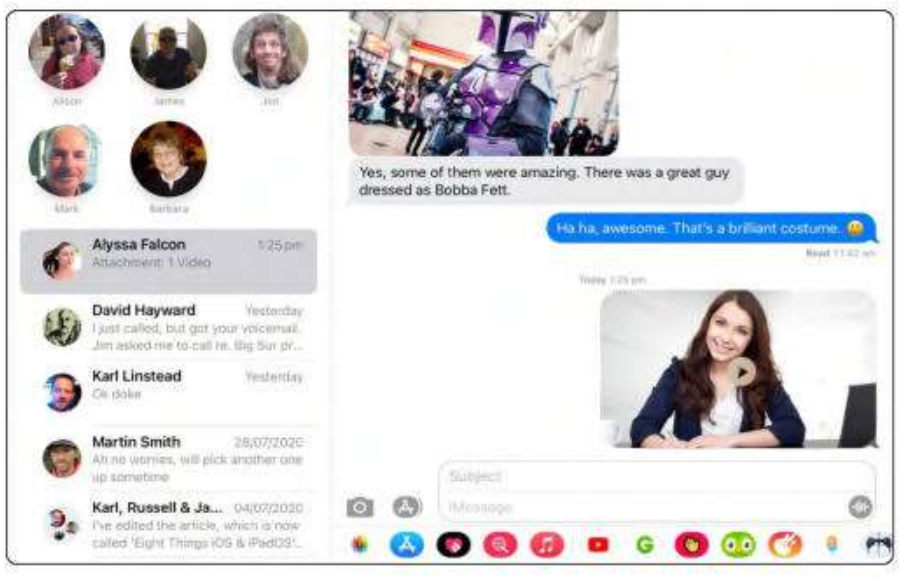
2 If the To field (and outgoing messages) are blue, they're sent over the Internet for free. If they're green, they go as regular SMS. A red To field means the device you entered can't receive messages. When the other person is typing, three dots in a speech bubble appear.

3 You can add photos or videos too. Tap the Camera icon to take a new photo and then tap the up-pointing arrow to attach it to your message. To add one from the Photos app, tap the App Drawer icon next to the text field and then the Photos icon.

Voice and Video Messages


Hey Ian, are you going to the convention this year? Last year's event was great fun.
I am indeed - wouldn't miss it for anything. I hear there were a lot of cosplayers. Were they any good?
Yes, some of them were amazing. There was a great guy dressed as Bobba Fett.
Ha ha, awesome. That's a brilliant costume.
Alyssa Falcon
David Hayward
Karl Linstead
Martin Smith
Karl, Russell & Ja...

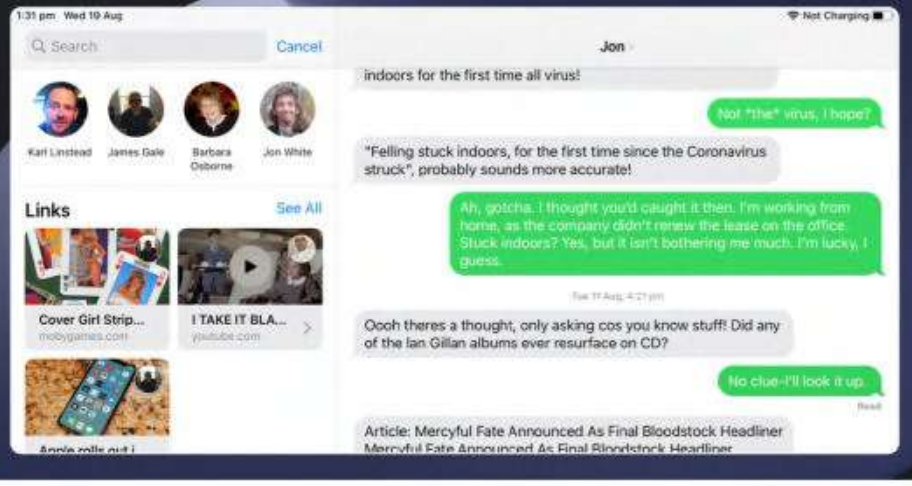
1 To send a voice message, tap and hold the wave form icon to the right of the text field. Speak your message and release when you're done. You can review your message by tapping the Play icon, send it by tapping the up-pointing arrow or delete it using the X icon.


Yes, some of them were amazing. There was a great guy dressed as Bobba Fett.
Ha ha, awesome. That's a brilliant costume.
Alyssa Falcon
Attachment: 1 Video
David Hayward
Karl Linstead
Martin Smith
Karl, Russell & Ja...
iMessage

2 To send video messages, tap the Camera icon to open the camera app, from where you can select Video and record your movie in the usual way. When you're finished, tap the blue arrow to send it, Done to add text before sending, Play to review it, or Retake to try again.

The Search Feature.

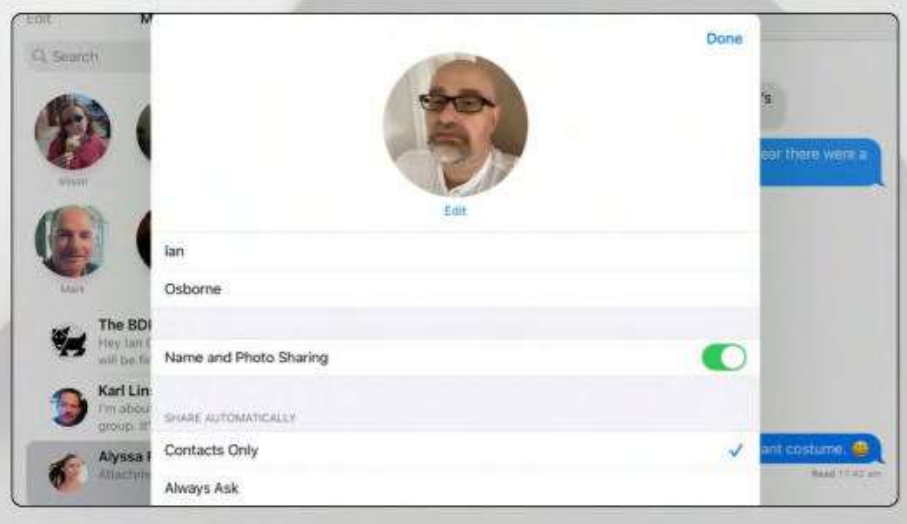
Tap the search field on top of the sidebar and you see recent people, links, photos and locations. Start to type; these suggestions are streamlined and conversations are added.


Search
Cancel
Jon
indoors for the first time all virus!
Not "the" virus, I hope?
Karl Linstead
James Gale
Barbara Osborne
Jon White
"Felling stuck indoors, for the first time since the Coronavirus struck", probably sounds more accurate!
Links
See All
Cover Girl Strip...
I TAKE IT BLA...
Ah, gotcha. I thought you'd caught it then. I'm working from home, as the company didn't renew the lease on the office. Stuck indoors? Yes, but it isn't bothering me much. I'm lucky, I guess.
Oooh theres a thought, only asking cos you know stuff! Did any of the Ian Gillan albums ever resurface on CD?
No clue--I'll look it up.
Article: Mercyful Fate Announced As Final Bloodstock Headliner

Messages Profiles.

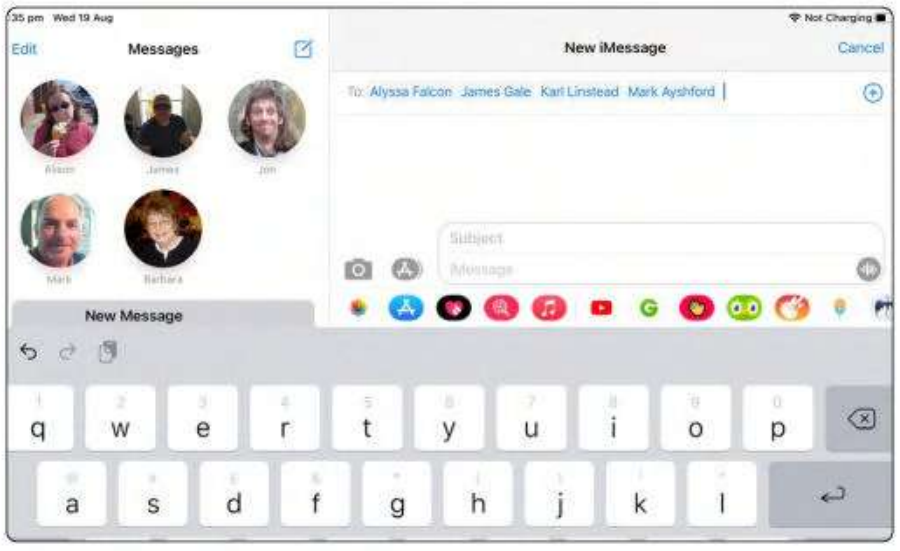
Messages
Select Messages
Edit Pins
Edit Name and Photo
Alyssa
The BDM Squad
Karl Linstead
Alyssa Falcon
Hey Ian, are you going to the convention this year? Last year's event was
Yes, some of them were amazing. There was a great guy dressed as Bobba Fett.
Ha ha, awesome. That's a brilliant costume.

1 On the Messages screen, tap the Edit link in the top-left corner for a pop-up. Tap the Edit Name and Photo option at the foot of the window and you can change your Messages profile.

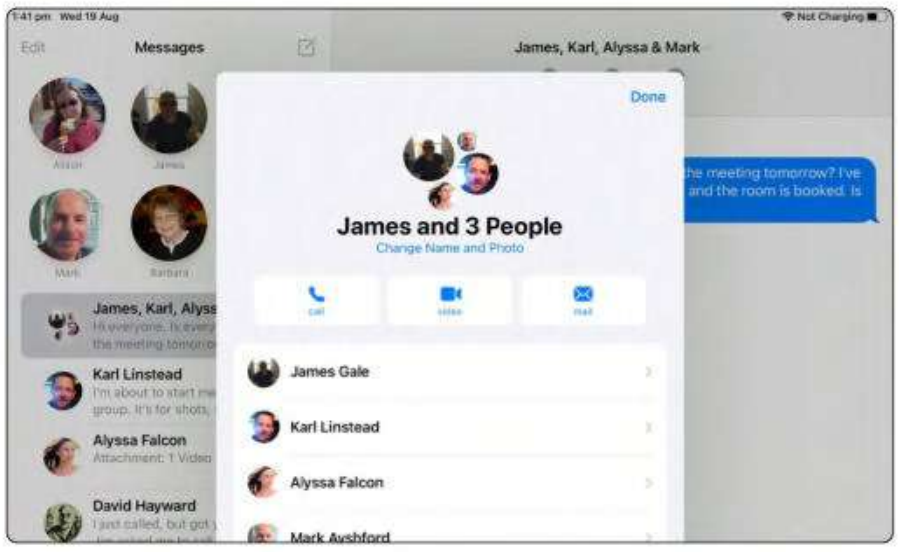


2 On the next screen, tap Edit and choose a picture for yourself, this can be a photo, a graphic or your initials. You can also set your display name and who you share this new profile image with.

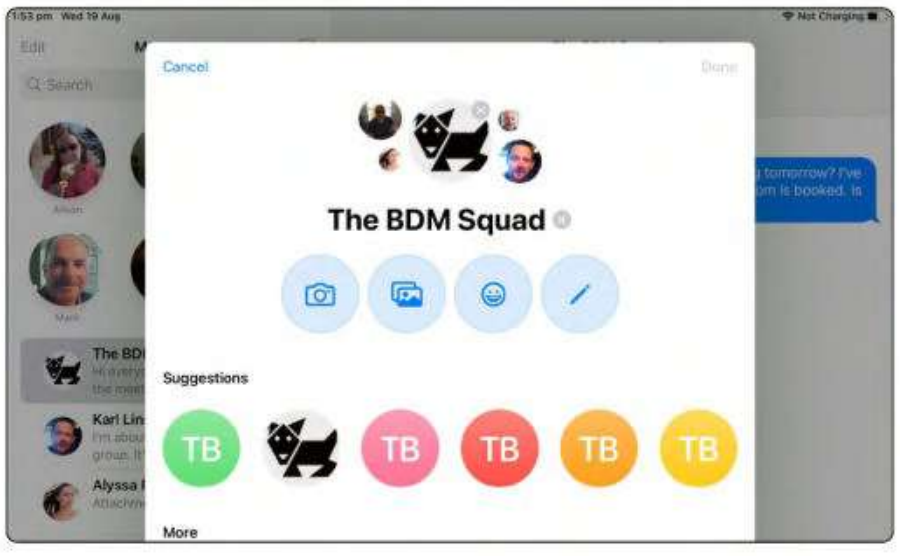
Using Group Messages



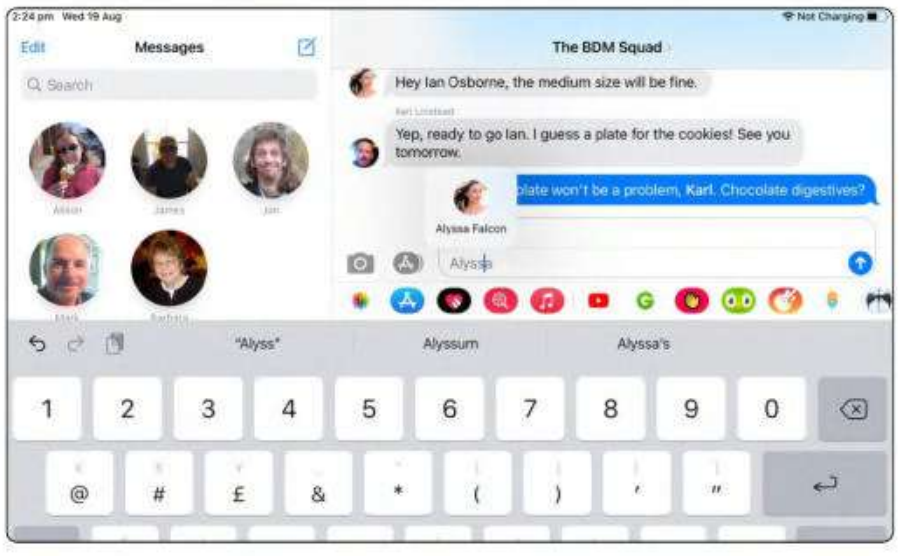
1 You can add multiple recipients to start a group conversation; just type more than one person's name or number in the To field of a new message. When group messaging, the name of the sender appears above each message so you can see who said what.



2 In a group conversation, you can access unique controls by tapping the people list at the top of the screen, then tapping 'i'. You can add new contacts to the group by tapping the link at the foot of the window. Tap one of the people already in the group to see their Contacts card.

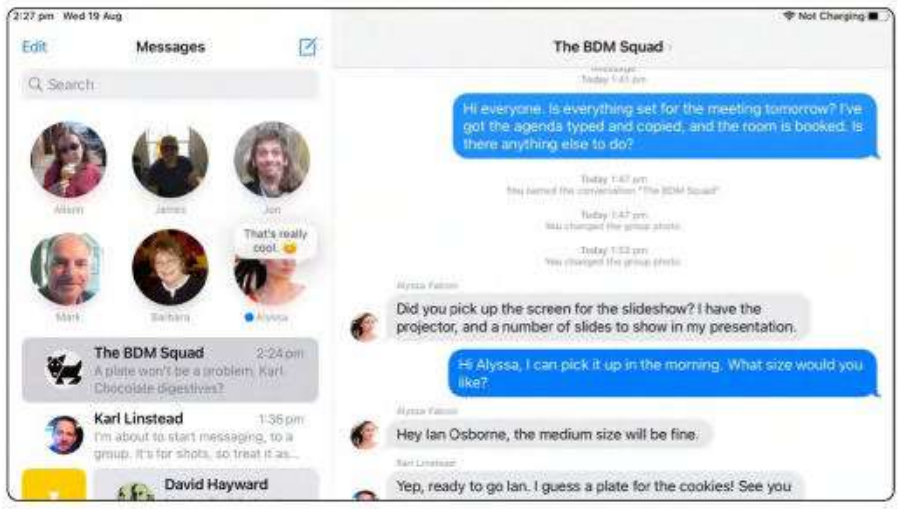


3 Tap the Change Name and Photo link and you can give your group a name, instead of having the list of members for a title. You can also add a picture such as a photograph, a graphic or an emoji/animoji/memoji. This appears in the sidebar as the conversation pic.

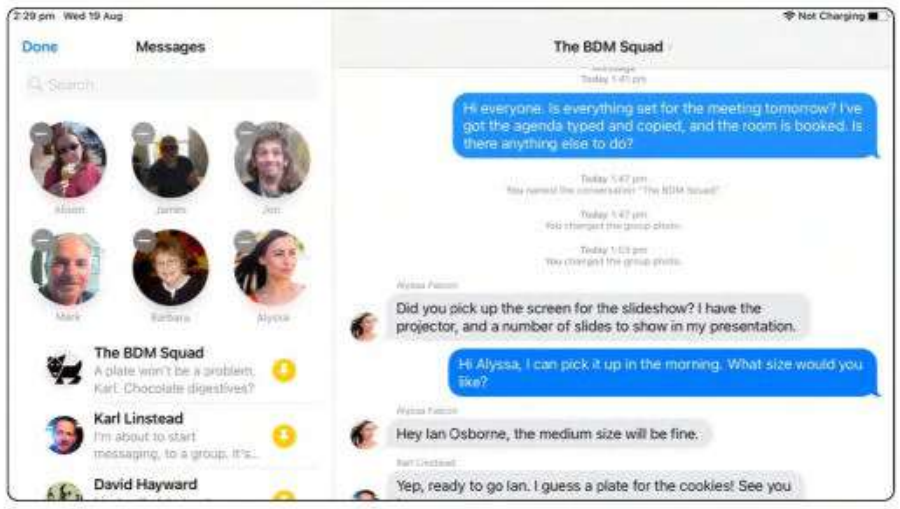

Edit
Messages
The BDM Squad
Hey Ian Osborne, the medium size will be fine.
Yep, ready to go Ian. I guess a plate for the cookies! See you tomorrow.
Alyssa Falcon

4 Mention a group member by name, tap that name before sending the message and then tap the person's name/photo. They're sent a notification to say they were mentioned. Tap and hold on a message and in the pop-up, choose Reply to send a message to that person alone.

Pinned Messages


Edit
Messages
Search
The BDM Squad
Hi everyone. Is everything set for the meeting tomorrow? I've got the agenda typed and copied, and the room is booked. Is there anything else to do?
That's really cool.
Did you pick up the screen for the slideshow? I have the projector, and a number of slides to show in my presentation.
Hi Alyssa, I can pick it up in the morning. What size would you like?
Hey Ian Osborne, the medium size will be fine.
Yep, ready to go Ian. I guess a plate for the cookies! See you
The BDM Squad
2:24 pm
A plate won't be a problem, Karl. Chocolate digestives?
Karl Linstead
1:36 pm
David Hayward

1 You can now pin up to nine conversations to the top of the messages sidebar list, making them easier to find. Do so by swiping a conversation left and tapping the pin or tap-and-hold it and choose Pin. Unread messages from pinned contacts are shown on their picture.


Done
Messages
The BDM Squad
Hi everyone. Is everything set for the meeting tomorrow? I've got the agenda typed and copied, and the room is booked. Is there anything else to do?
Did you pick up the screen for the slideshow? I have the projector, and a number of slides to show in my presentation.
Hi Alyssa, I can pick it up in the morning. What size would you like?
Hey Ian Osborne, the medium size will be fine.
Yep, ready to go Ian. I guess a plate for the cookies! See you
The BDM Squad
Karl Linstead
David Hayward

2 Tap the Edit link (top left) and then choose Edit Pins from the pop-up. You can then unpin conversations by tapping the minus sign next to them. You can also pin other conversations by tapping the yellow pin icon to their right. Tap Done (top left) when you've finished.

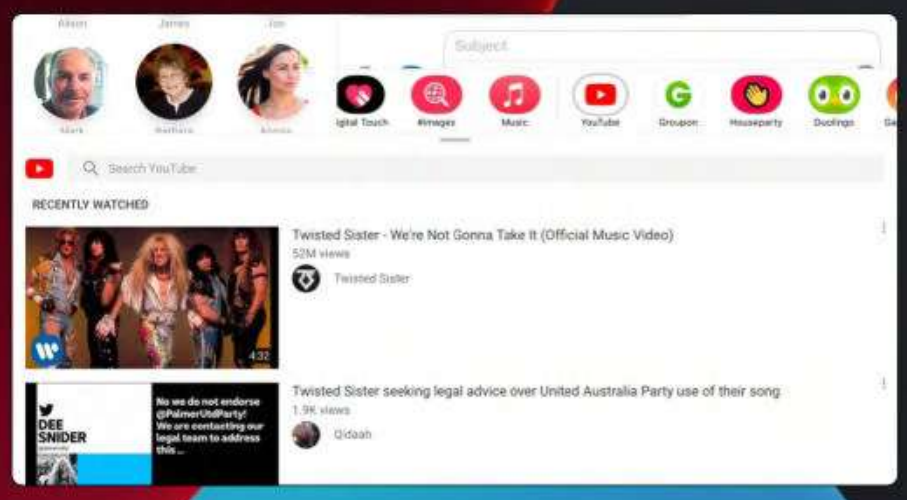
The Details Window

1 Open a message, tap the name at the top and then tap 'i' to access the details screen. You're shown the person's name, some location options and images and attachments recently sent between you by that person. You can turn alerts and receipts on or off here too.

2 Tap the Info for this person's contact details or start a phone or FaceTime call or send an email using the icons. Send My Current Location shows where you are by sending a link to your whereabouts on the Maps app or Share My Location to send it for a specified time.

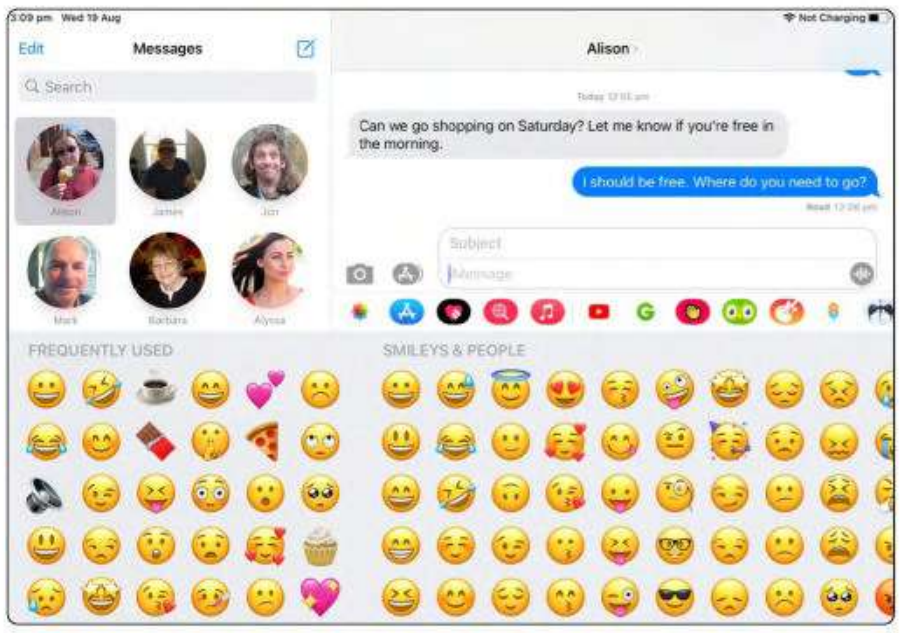
The App Drawer.

1 Tap the App icon next to the text field to open and close the App Drawer. Tap the blue App icon on the left to go to the App Store, where you can get stickers, games and apps to use in messages. Some are free too.


RECENTLY WATCHED
Twisted Sister - We're Not Gonna Take It (Official Music Video)
52M views
Twisted Sister
Twisted Sister seeking legal advice over United Australia Party use of their song
1.9K views
DEE SNIDER

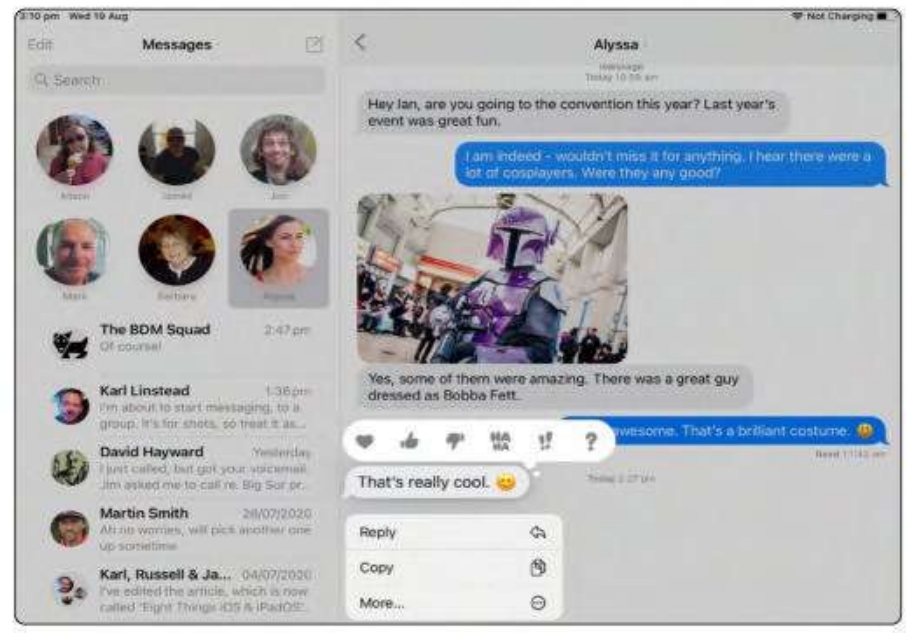
2 Other items offered by the App Drawer include stickers to augment your messages, the opportunity to send YouTube links based on what you've watched recently and if you subscribe, Music links too.

More Great Messages Features



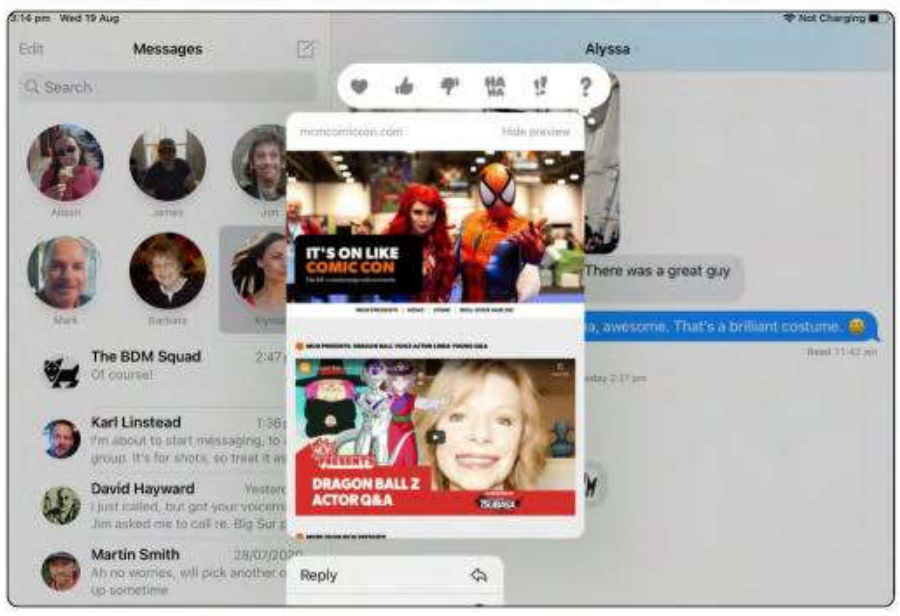
Using Emojis

Emojis, including smiley faces, can be found by tapping and holding the keyboard's Globe icon and selecting Emoji. Slide them right and left for more. An emoji sent on its own is shown larger.


Edit
Messages
Search
Alyssa
Hey Ian, are you going to the convention this year? Last year's event was great fun.
I am indeed - wouldn't miss it for anything. I hear there were a lot of cosplayers. Were they any good?
Yes, some of them were amazing. There was a great guy dressed as Bobba Fett.
That's really cool.
Reply
Copy
More...
The BDM Squad
Karl Linstead
David Hayward
Martin Smith

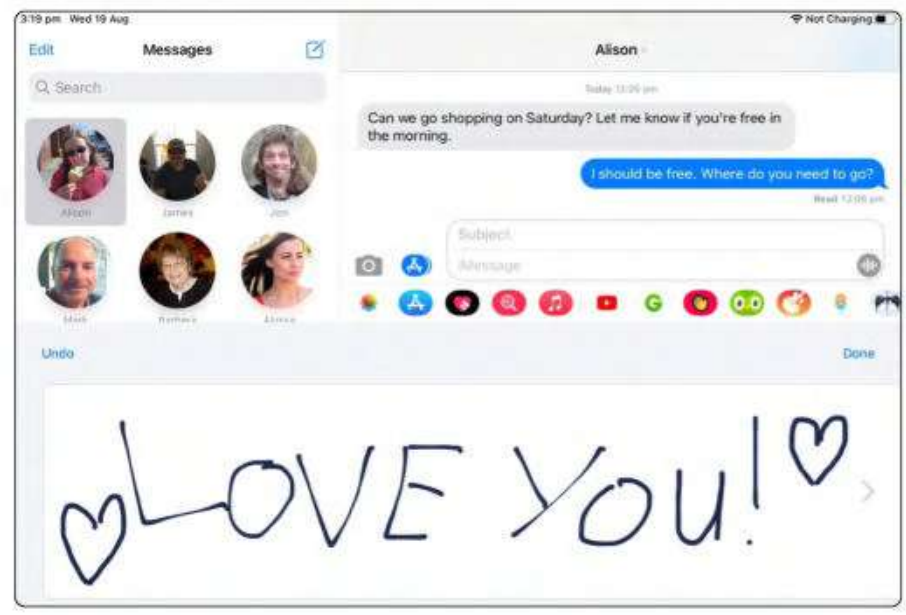
The Hold Bubble

Tap and hold on a message you've received and a bubble appears above it. This bubble offers a range of options. You can like or unlike the message with a thumb icon, send a heart, a laugh or question mark and more.



Rich Links

When someone sends you a web link in a Messages conversation, tap and hold for an illustrated inline preview of the website, right there in the message. You can also tap the link to go straight to the linked site in Safari.



Scribble and Draw

On the keyboard, tap the key in the bottom right that looks like a squiggle. You get a pad on which you can make finger drawings or write scribbled messages. Tap Done to put it in your message, then send it in the usual way.

Can we go shopping on Saturday? Let me know if you're free in the morning.
I should be free. Where do you need to go?
Subject
The BDM Squad

Dictation

If you're tired of typing, you can use the keyboard's microphone key to dictate your message instead. Tap it, then speak what you want to say and it appears in the text field. The more you use it, the better text-to-speech gets.

Perfect! Let's go with this one.
Delivered
Great. You can pay right here with Apple Pay, and we can get this delivered to you by tomorrow.
August - Smart Lock
Pay

Business Chat

Business Chat lets businesses connect with customers using Messages. Start Business Chats from Safari, Maps, Spotlight and Siri. Businesses that support Business Chat include Discover, Hilton, Lowe's and Wells Fargo.

Messages Features Exclusive to iPads with Face ID

1 With the iPad's new animated emoji, or Animoji feature, you can become one of 20 characters. In Messages, open the App Drawer with the 'A' icon as shown and tap the monkey face which is found at the bottom of the screen.

2 Choose your Animoji from the range available in the tray (as shown in the previous step's screen), or to get a better look at them, swipe up on the line shown above the currently selected Animoji to view the full range, as seen here.

3 Hold your iPad in front of you, so you're in full view of the front-facing camera and watch the emoji. When you turn your head, open and close your mouth, blink or stick out your tongue, the emoji's animations do so too, following your lead.

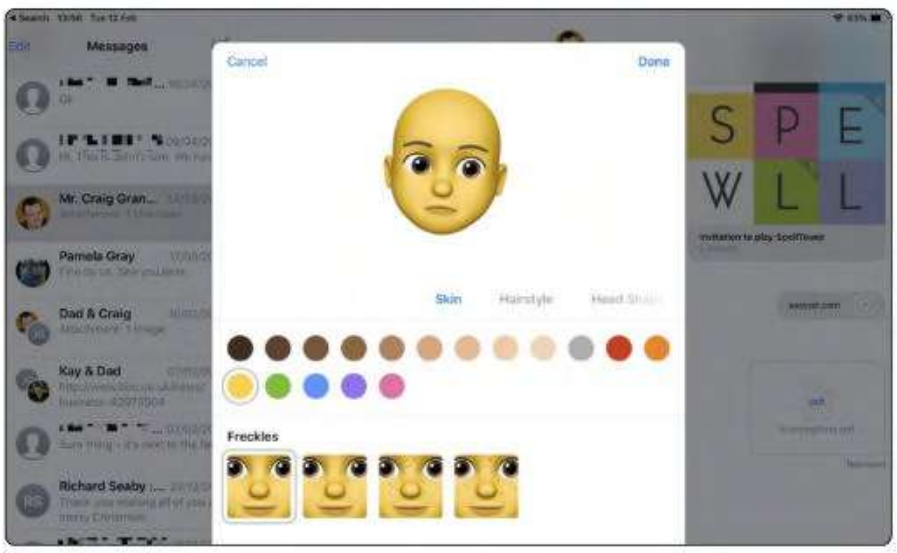
4 To record your animated message, tap the red circular button found to the bottom right of the emoji. If it isn't there, you're not holding the iPad correctly so that the camera can see your face. To stop recording, tap the button (now a square) again.

5 A message can be up to 30 seconds long. When you've finished recording, you can send it with the blue arrow (bottom right), play it by tapping Replay, or delete it by tapping the red trash can towards the bottom left.

6 Recording and sending Animojis is exclusive to newer Apple hardware, but you can receive and play them on older gear. Here we are watching an Animoji on an iPhone 6s. You can even watch them on your Mac's Messages app.

Making a Memoji

1 Open the Messages app. Tap the monkey in the app drawer for the Animojis. Tap the Plus button to choose it and again to select it (when the New Memoji title is displayed). If the monkey isn't there, your device is probably too old to use Memojis.



2 Under a blank face, you will see a category slider. Using this slider, the colour options and diagrams, build your Memoji any way you wish, choose a hairstyle and colour, add glasses and more. You can make as many Memojis as you like.

3 When you're finished, tap Done. Your Memoji is added to your Animoji collection, from where it can be used in the usual way, just as if it was a regular Animoji. You can use it as a sticker, an animated emoji or in the FaceTime app for video chat.

Animoji and Memoji in FaceTime Video Calls.

1 **First of all, open a FaceTime video call with someone, as explained in our tutorial on the FaceTime app. You should then tap the display to bring up the controls, as shown.**

2 **Now, tap the star-shaped Effects icon found to the left of the End button. You can then choose an animoji or a memoji that replaces your face in the video call.**

3 **You can choose effects to enhance your video feed even further. To remove these enhancements, repeat these steps choosing 'none' instead of an animoji or effect.**

Using Memoji

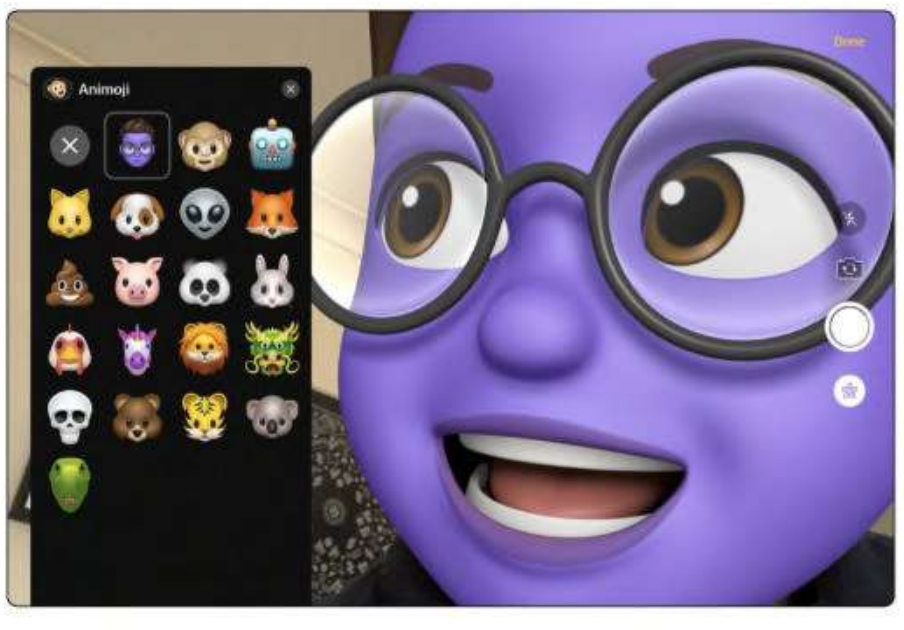
1 Next to the Memoji, on the left, is an icon showing three dots. Tap it and you can edit your Memoji, duplicate it so you can edit it while keeping the original, or delete it.

2 You record with a Memoji in exactly the same way as you do with an Animoji. First of all, select your Memoji and tap the red record button to the bottom right of the Memoji.

3 Now record up to 30 seconds of speech, with the Memoji following your expressions. When you're done, tap the blue arrow to use the message or the bin to delete it.

4 You can use a Memoji (or indeed an Animoji) as a sticker too. Just navigate to your Memoji, pull the required face and then, to add it to your regular text message, just tap it.

5 Alternatively, tap and hold your Memoji and drag it onto your message. While it's stuck to your finger, you can resize and rotate it before attaching it to your message, ready to send.

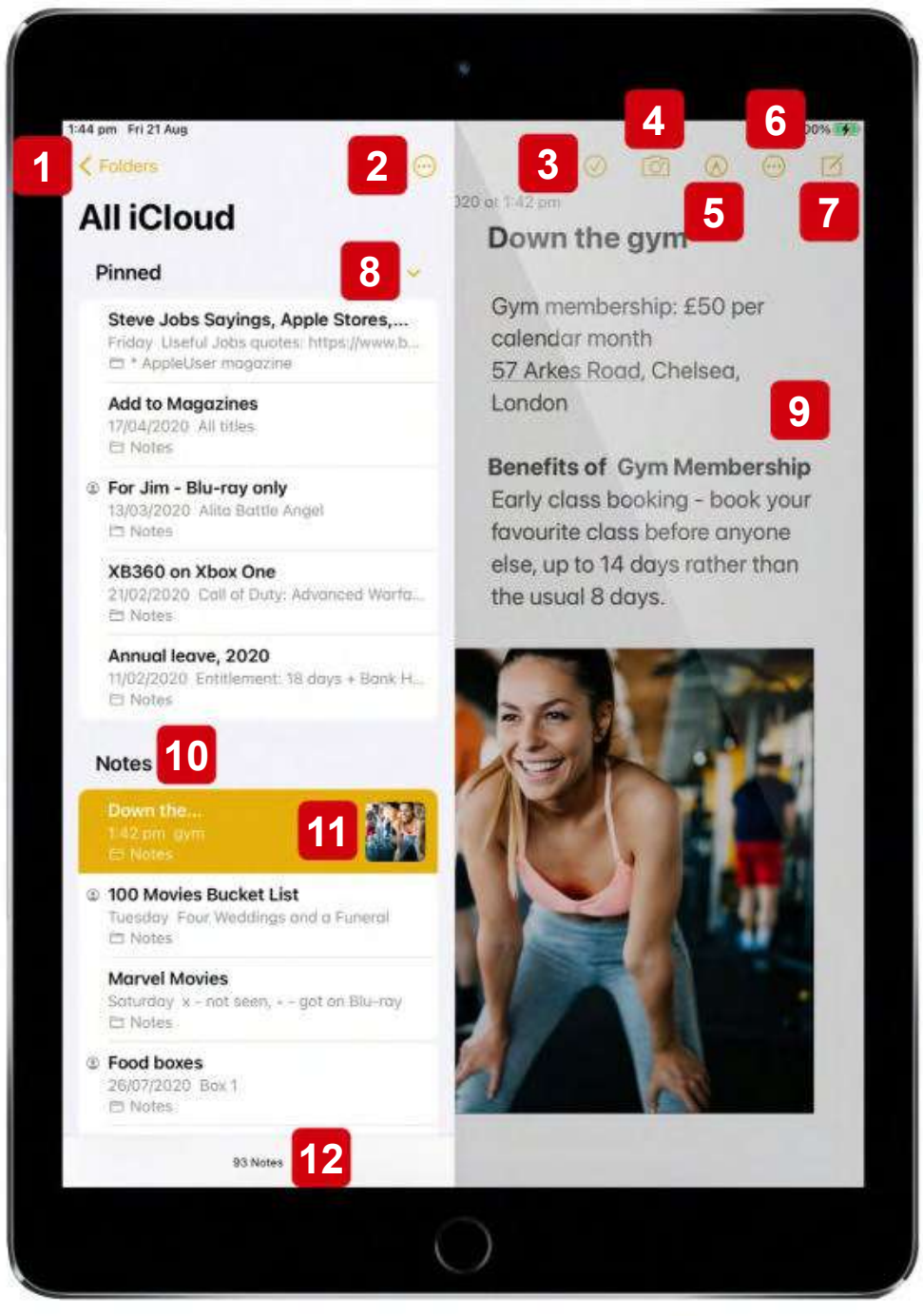


6 Both the FaceTime app and the Messages camera feature have a star-shaped icon (below the shutter) that lets you add effects, including your Memojis, to your pics and videos.

Notes App
Organise Your Life

Notes is great. Not only can it store your scribblings, it can also be used to create checklists, add videos and pics, share notes with others and even collaborate on a note; and now, you can even add tables to a note.

Notes in Focus



1 Tap this chevron to open the folders sidebar and choose a new folder. Swipe the sidebars left to close them. The currently open folder is the iCloud folder, which is synced across your Apple devices.

2 The three-dots icon here gives you a menu from where you can manage your notes, view them as a thumbnail gallery or see all the attachments you have stored in them.

3 Tap the tick icon to start a new checklist or to turn a highlighted list into a checklist.

4 Scan a document with your camera, take a photo or video or choose one from the Photos app.

5 The Markup icon lets you draw and annotate on a note and its attachments.

6 This three-dots icon gives a menu that lets you lock, pin, scan or delete; as well as sharing the note, searching within it, moving it and more.

7 The pen-and-paper icon opens a new, blank note.

8 The upper section of the sidebar shows notes you have pinned to the top of your list. The pinned notes list can be collapsed and expanded using the chevron here.

9 This is your currently open note. Tap it to close the sidebar and show the whole note. Notice that the note can contain attachments as well as text.

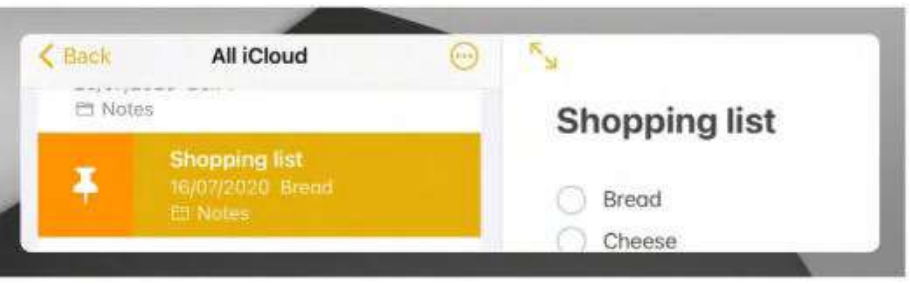
10 Your regular notes for the currently open folder are shown in the lower part of the sidebar. The open one is shaded darker. Information shown is the time/date the note was last edited and the folder in which it's stored.

11 When a note has an attachment, it has a thumbnail on the right of its entry in the Notes list.

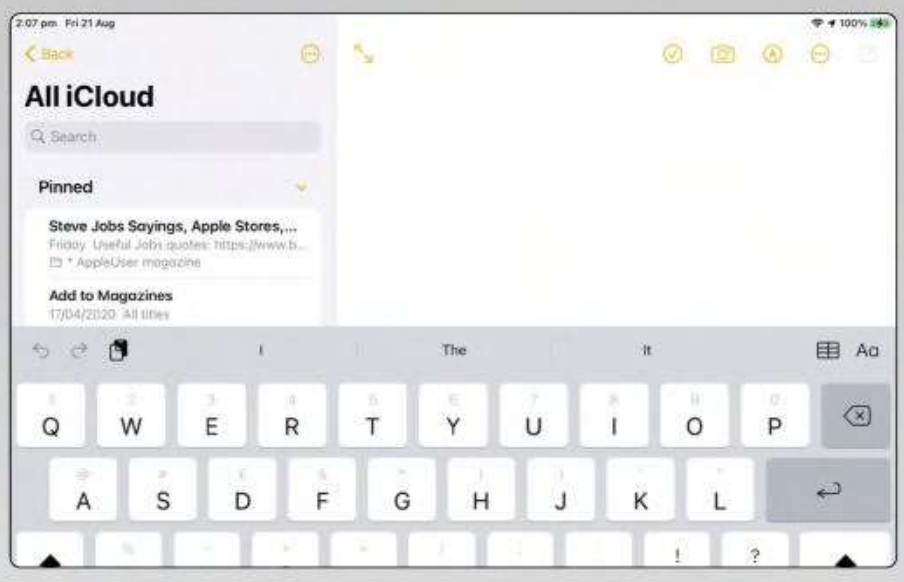
12 The number of notes contained in the currently open folder.

Pinned Notes.

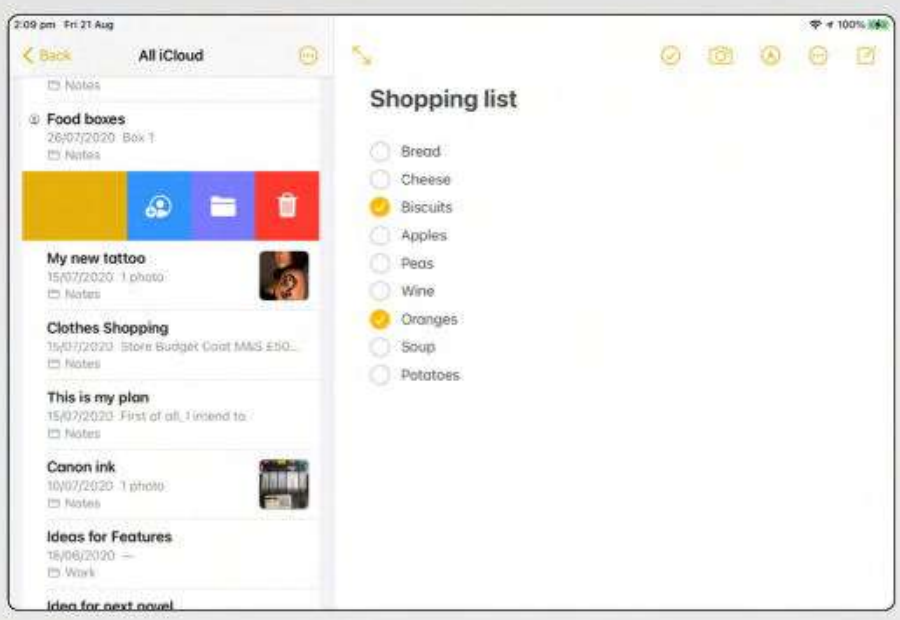
You can pin a note to the top of your list, where it remains until you unpin it. Just swipe the note to the right and tap the pin icon. Repeat this process to unpin it.



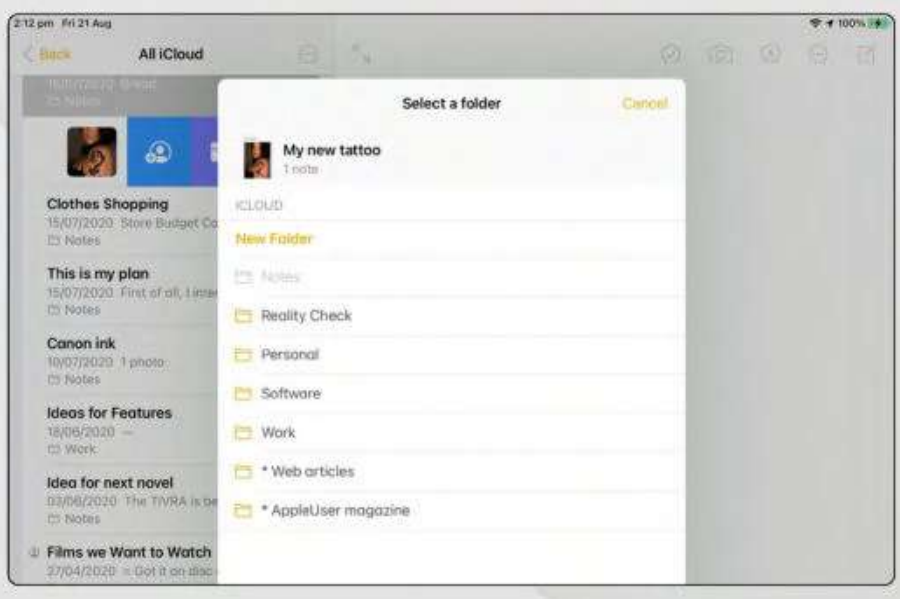
Getting Started.



1 **When you first open Notes, you see a list of previously saved notes. If you haven't made any yet, this list is, of course, empty. To create a new note, tap the Pen-and-paper icon in the top right corner.**

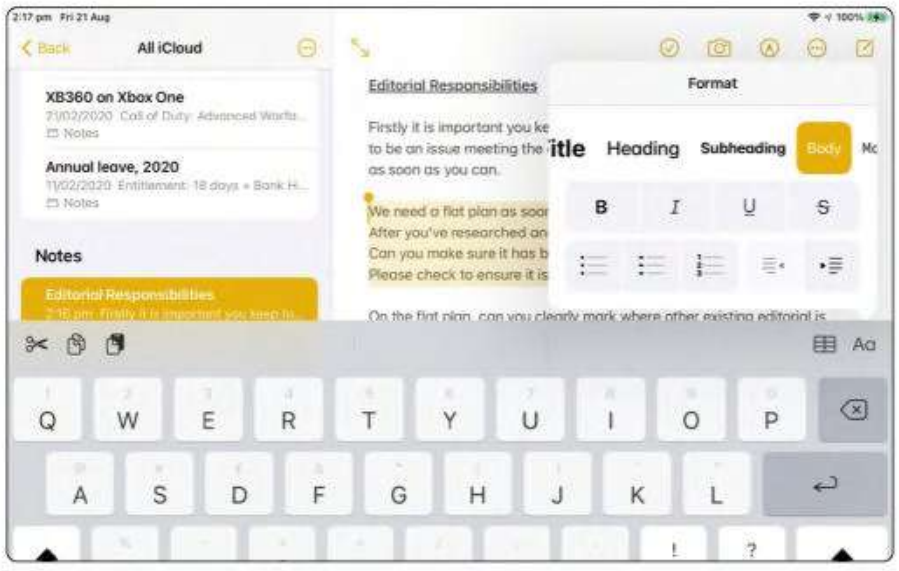


2 **To delete a note, swipe it left and tap the dustbin. Or, tap and hold on a note in the sidebar and select Delete from the pop-up. Tap the sidebar's three-dots icon and choose Select Notes and you can select and delete several at once.**

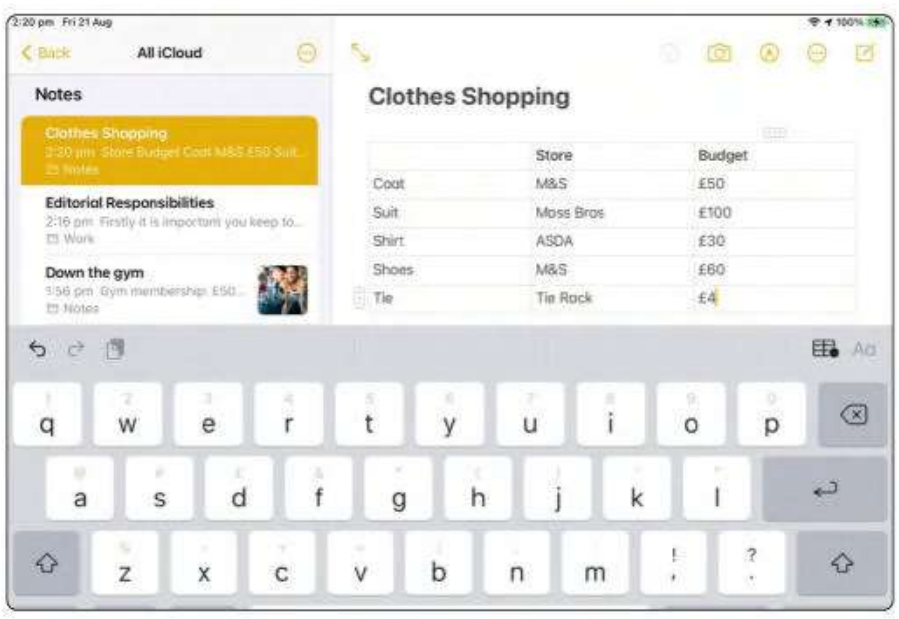


3 **To move a note, swipe it left and tap the Folder icon. From the pop-up, select the folder you wish to move it to. You can also create a new folder from this window. You can select more than one note as before and move them all at once too.**

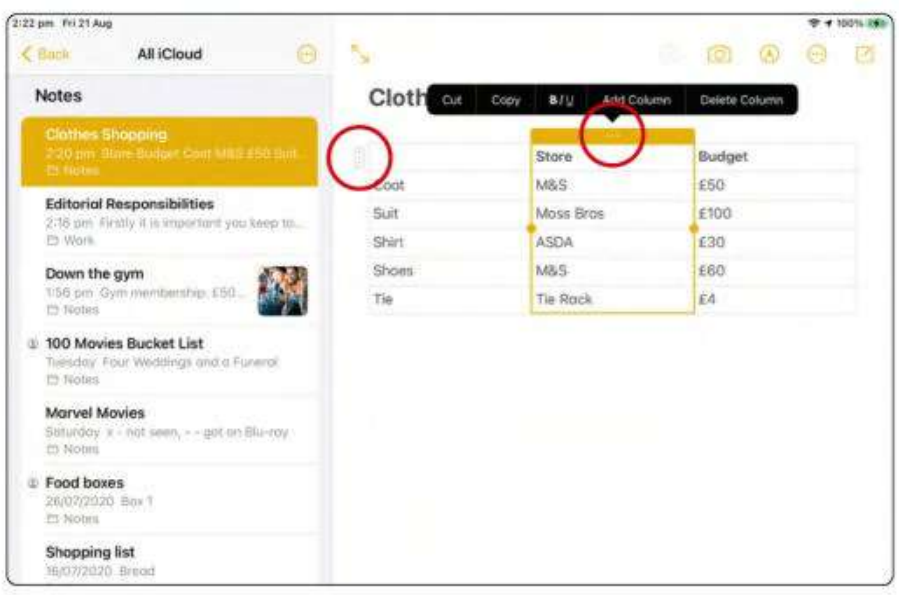
More Notes Features



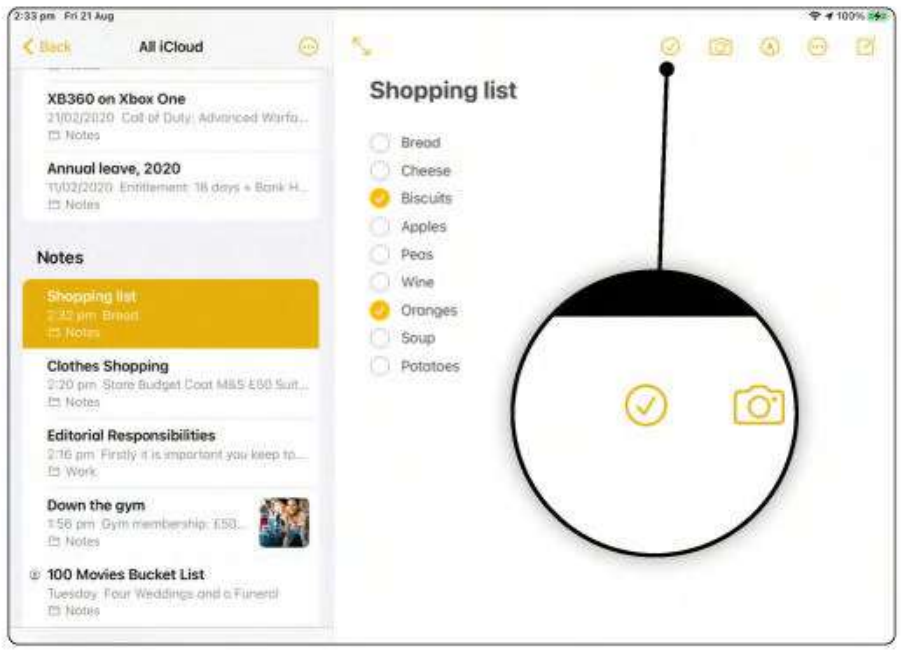
1 Double-tap to highlight a word or triple-tap for a paragraph. Alternatively, drag the handles to highlight a piece of text. A pop-up menu appears. The Aa icon just above the keyboard shows and hides the formatting tools.



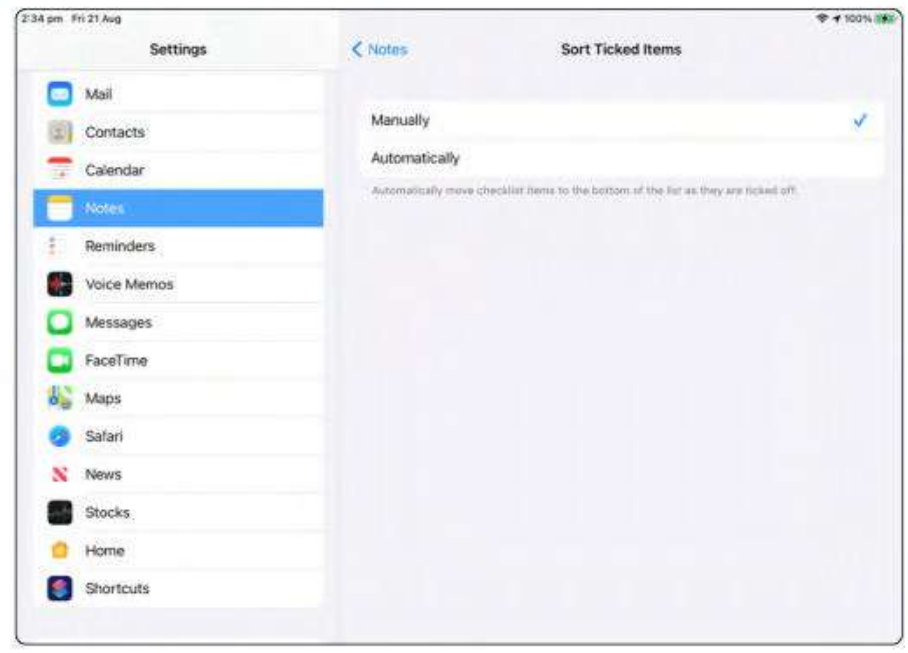
2 The Grid icon, in the top right of the keyboard, sets up a table. You can type in every cell, and tap the Three-dot icon for a pop-up menu to add or delete rows and columns. You can drag rows and columns after tapping this too.



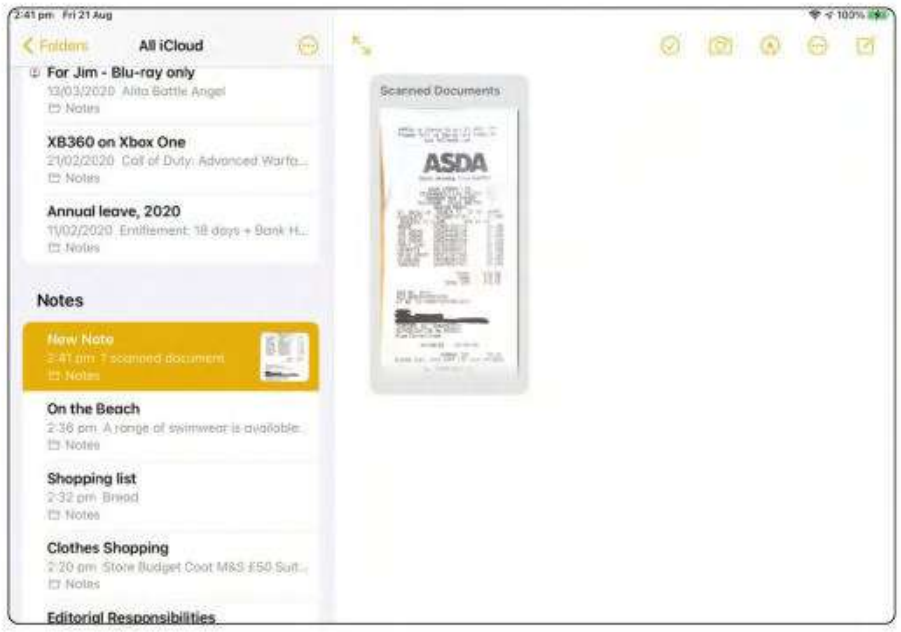
3 Tap a cell in a grid and then tap the three-dots rectangular icon at the top or left of the grid. The pop-up menu lets you add rows or columns (depending on which icon you tapped), cut, paste, copy and reformat it.



4 Highlight text and then tap the Tick icon to turn it into a checklist. An empty circle appears next to each item in the checklist. To put a tick in it, tap the circle. This way you can check off items on the list as you do them.

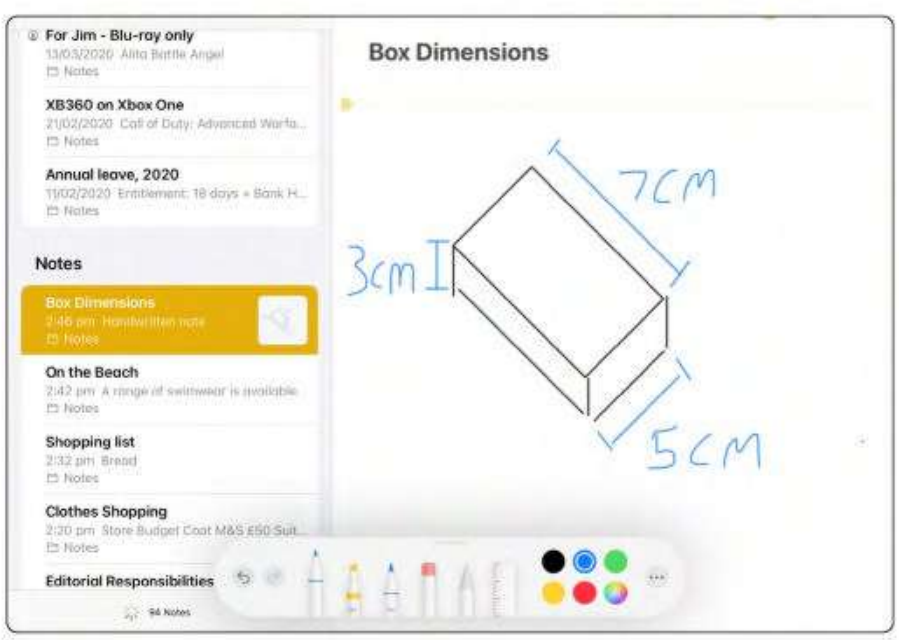


5 Tap and hold a checklist's circle to drag it up and down the list. Go to Settings > Notes > Sort Ticked Items, to set the app to sort checklists manually, or to automatically move checked items to the foot of a list.

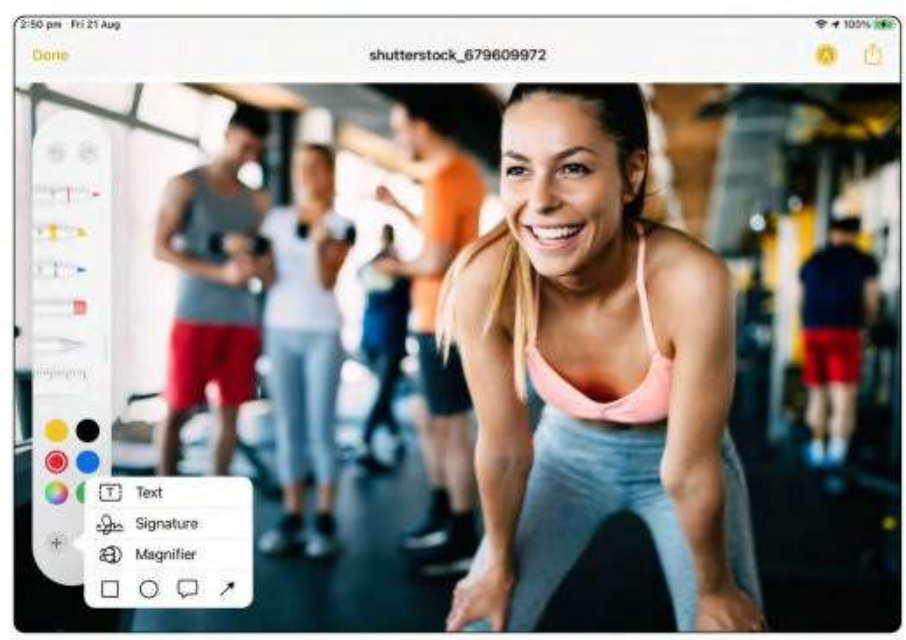


6 The Camera icon, found in the top right of the screen, brings up the attachments menu. The first item on this menu lets you scan a document using your iPad's camera and add it to the note as an attachment.

7 The Camera icon menu's Take Photo or Video option lets you take a photo or video with the Camera app, while with the Photo Library option you can choose one from your Photos library, and add them to your note.



8 The Pen icon is for Markup. There are a variety of pens and colours for drawing with. If you draw an imperfect regular shape, pause before lifting your finger and the app corrects it. The Undo and Redo arrows are on the left.

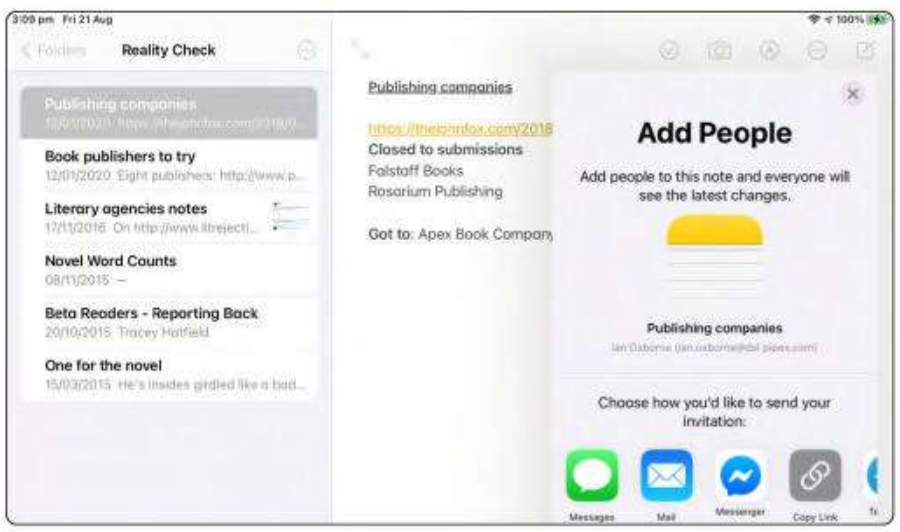


9 Tap on a photo you've added as an attachment, then, to draw on it, tap the Pen icon. Press the + icon in the drawing tools panel for a sub-menu with more options. You can drag the tools panel anywhere on the screen.

Password-protecting Notes

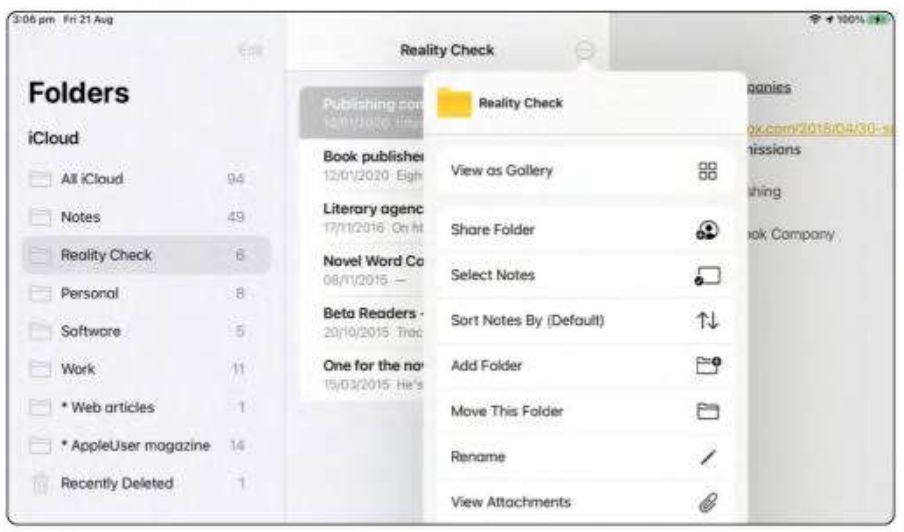
1 To set up password protection, go to Settings > Notes > Password and set up a password. For an extra option, flick the switch to enable Touch ID or Face ID. You can also set a hint to remind you, if you forget your password or reset your password completely: tap the link and then enter your Apple ID when instructed to do so.

2 To password-protect a note, open it and tap the three-dots icon. Tap the Lock icon and use a password, touch ID or Face ID to lock it. You can now only open it with a password/Touch ID/Face ID. Alternatively, in your Notes list, tap and hold a note and choose Lock Note. To remove a lock, repeat one of these two methods.


Reality Check
Publishing companies
Book publishers to try
Literary agencies notes
Novel Word Counts
Beta Readers - Reporting Back
One for the novel
Add People
Add people to this note and everyone will see the latest changes.
Choose how you'd like to send your invitation:

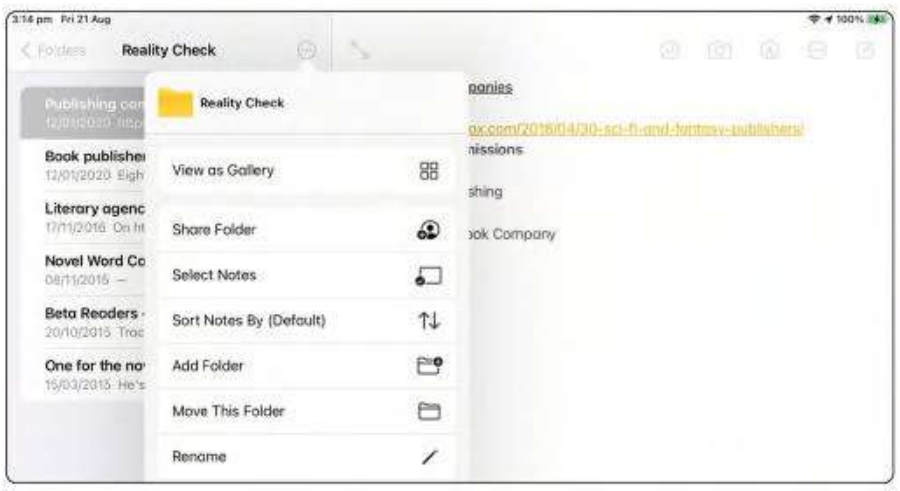
Sharing Notes

To share an individual note, open it and tap the three-dots icon. Choose Share Note and from the floating window, choose to send it via Messages, Facebook Messenger, Mail or compatible third-party apps. You can also copy the link and send it another way. Shared notes are synced, so changes made are visible to all who are sharing it.



Sharing Folders

You can share both folders and individual notes with other Apple users. To share a folder, open it, tap the three-dots icon in the folder sidebar and choose Share Folder. To share a note, open it and tap the three dots at the top. Items shared in this way are collaborative, so any party can edit them, with the changes synced.

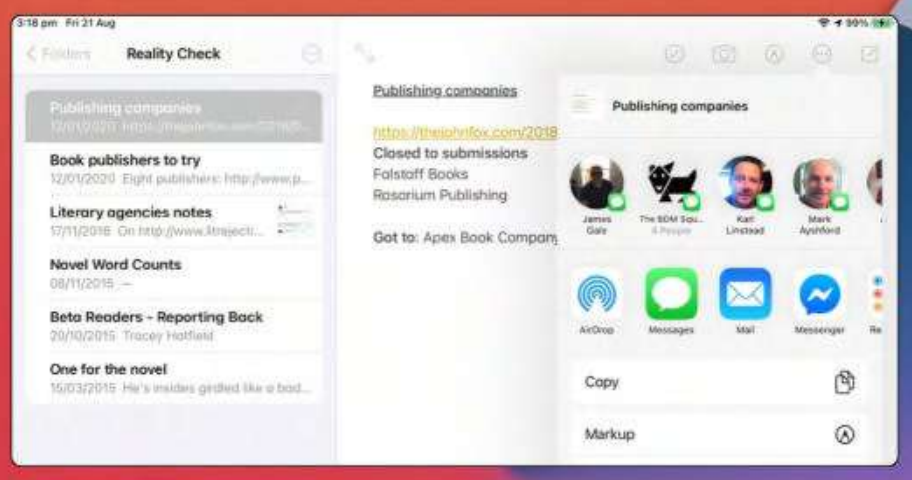


The Action Menu for iOS 14

iPadOS 14 brings new Action menus for both the folders sidebar and individual notes. They're accessed using the three-dots icons and offer a range of options including switching between list and gallery views, sorting your notes, handwriting feedback and moving the note to another folder.

Send a Note.

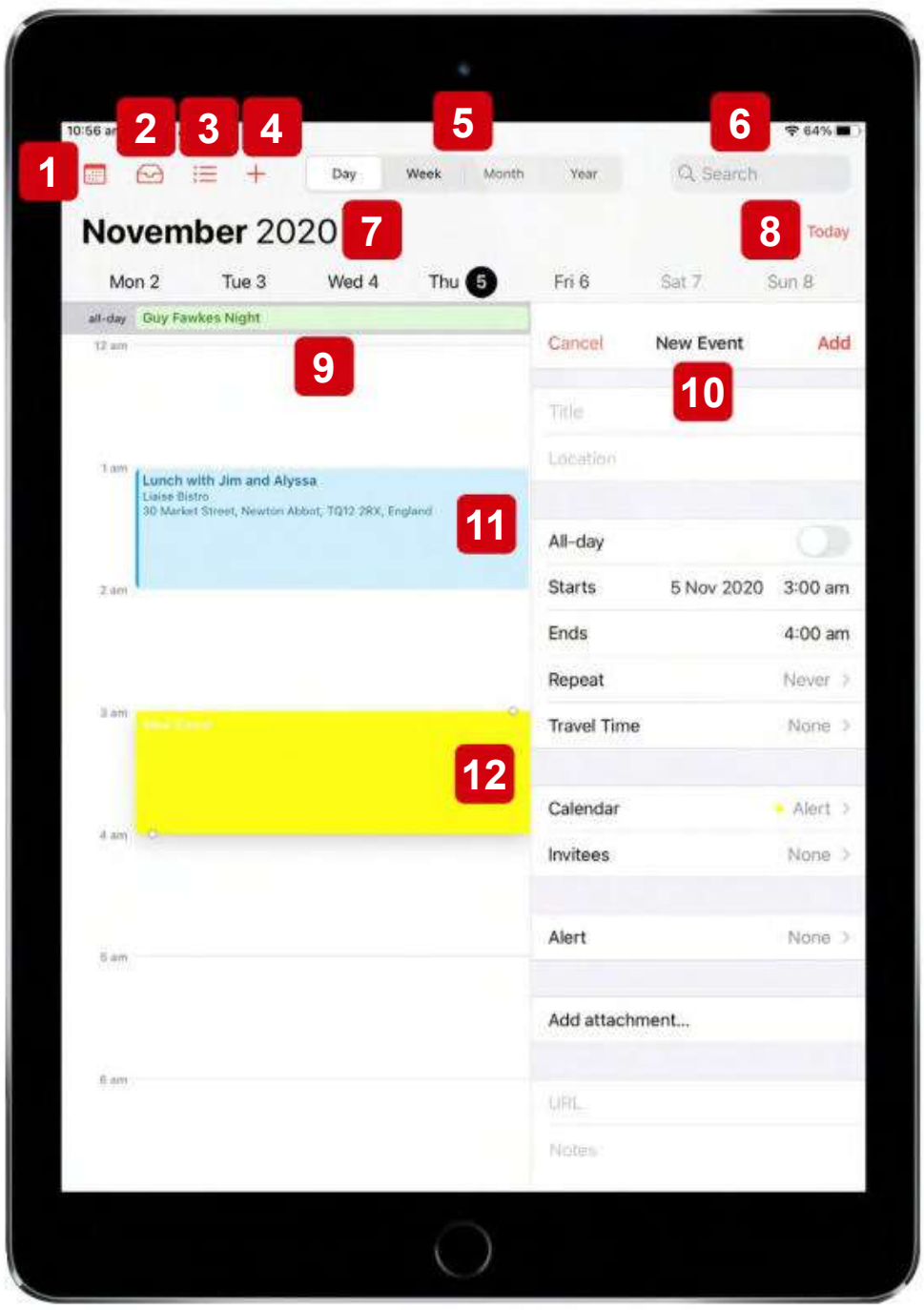
If you want to send someone a copy of one of your notes, rather than sharing it as a collaborative effort, tap the note's three-dots icon, choose send a copy and then send it using the regular sharing menu.



Calendar App
Plan Your Dates

Calendar is great for organising your life. You can add events, appointments, schedule alerts, invite contacts to events and sync Calendar with other calendar apps. It's an extremely versatile and helpful digital tool.

Calendar in Focus



1 Tap here to open and close a sidebar showing a list of all the calendars you have set up in the Calendar app.

2 Invitations you've been sent by other people are stored in your inbox. From there you can accept or decline the invitation. Tap here to open this inbox.

3 Tap here for a sidebar showing today's entries in your Calendar app. When exploring your calendars, it's a useful way to look at today's events without moving from the currently selected page.

4 Tap here to add a new Calendar event. You can then add details such as a title, start and finish time, location, alerts and which calendar you wish to add it to.

5 Tap these tabs to switch between looking at one day, one week, one month or the whole year.

6 The search looks at notes added to an event as well as their titles; adding notes is really useful.

7 At the top of the page, you're shown what month and year you're currently looking at.

8 The Today link takes you back to today's date in the calendar. Unlike the three lines icon in the top-left, it takes the entire calendar to today's date instead of showing today's events in a sidebar.

9 In the day and week views, the timeline for events is shown on the left of the screen, with all-day events such as birthdays and public holidays in a row at the top.

10 To add a new event to your Calendar app, either tap the + icon or tap the schedule in the place you want to add it. Enter the title of the event and, optionally, its location here. Added locations are previewed in the Maps app.

11 Events are coloured according to which calendar category they're in. In the week and day views, they're stretched across the time they're set to cover.

12 When you tap the schedule to create a new event, you can set the start and finish times by dragging the circular handles at the top and bottom of the event instead of typing them in the New Event window.

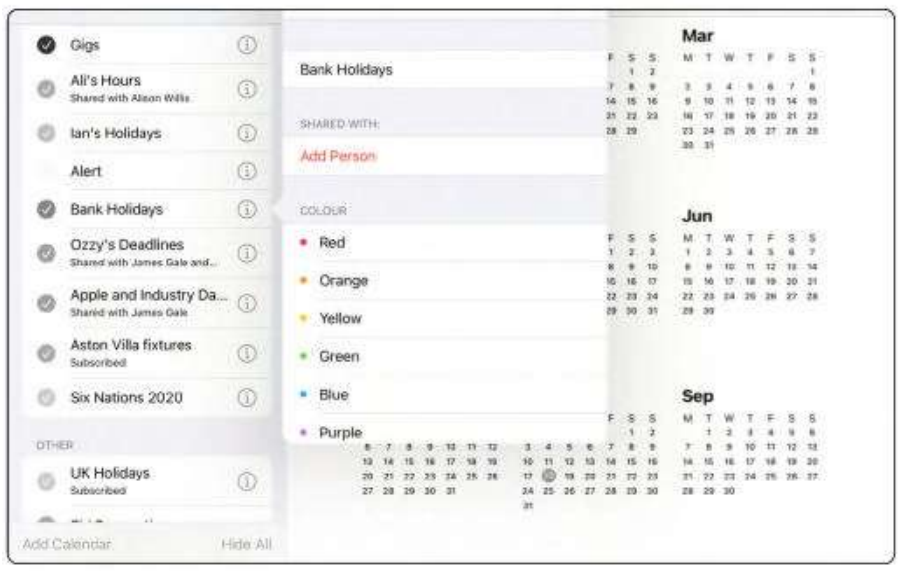
Emailing Events.

A quick and easy way of sending an event to someone is to drag it off your Calendar app onto your desktop (it's not deleted from Calendar), where it appears as a .ics file; and then send it by email.

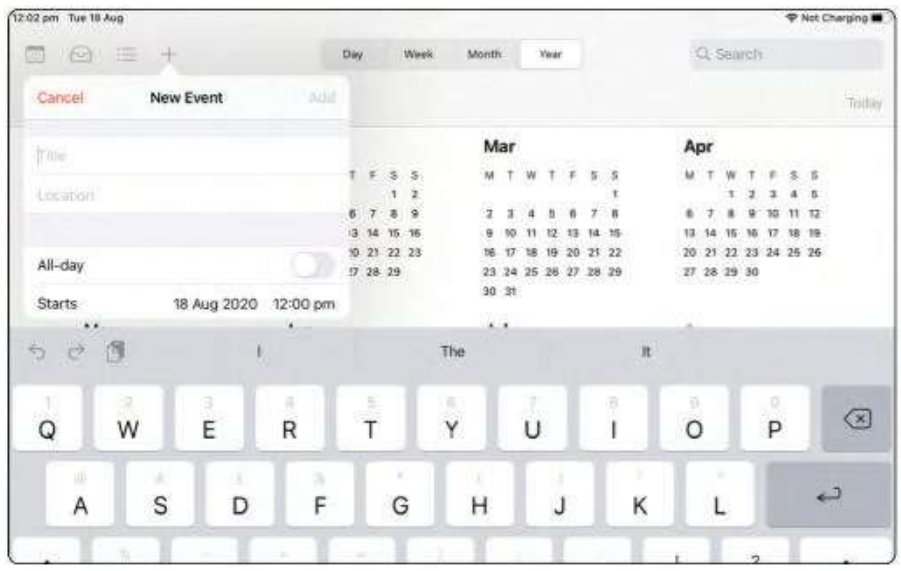
Exploring the Calendar App

1 Tap the Calendars icon in the top-left of the screen to bring up a sidebar showing a list of all your calendars. To turn different calendars on and off, just tap on them. Active calendars have a tick next to them.

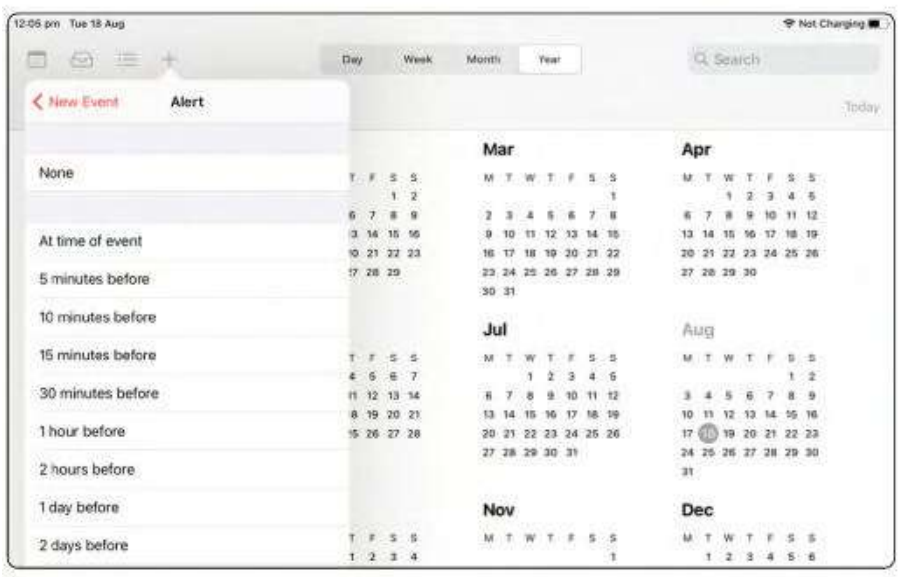
2 The sidebar also lets you show or hide all calendars by tapping the link at the top or bottom. A tick box lets you show or hide events you've declined to attend or add a new calendar with the bottom-right link.



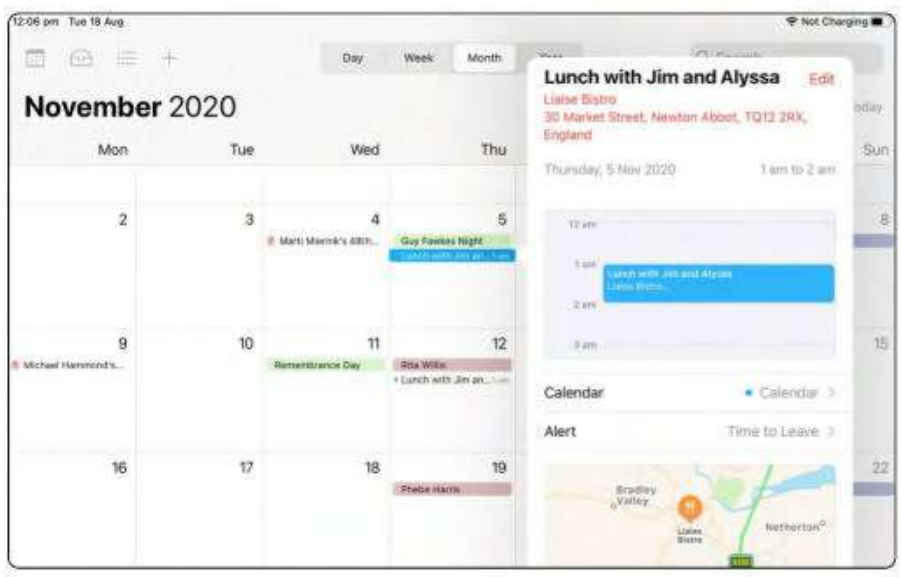
3 To edit a calendar, in the sidebar, tap its 'i' icon. Here you can change the calendar's name, share it, change its colour and even opt to make it public. There is also a link at the foot of the window to delete it altogether.



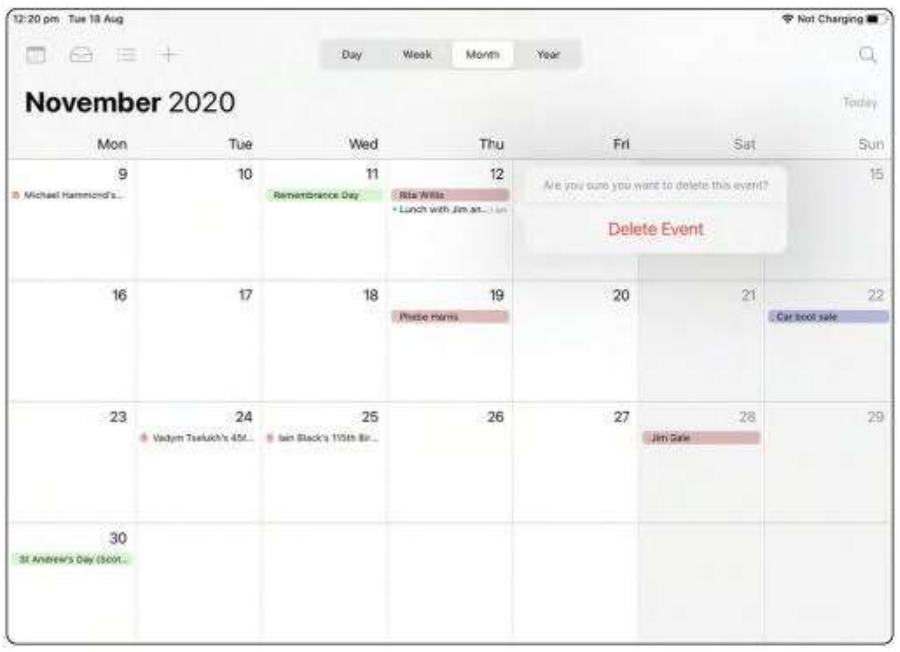
4 To add an event, tap the '+' in the top left. Then enter a title and an optional location for the event. You can choose a start and end date and time, and set if it's to repeat daily, weekly, every two weeks, monthly, yearly or never.



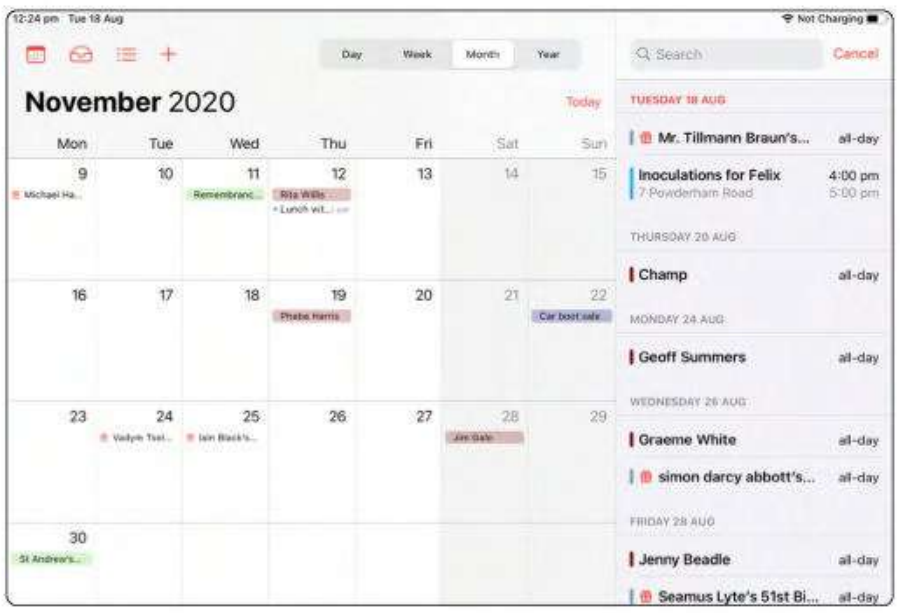
5 If you choose to receive an alert, that is, an alarm about the event in question, you can determine how long in advance you want to it to occur. You can also enter any notes or details in the bottom field. When all details are entered, tap Done.



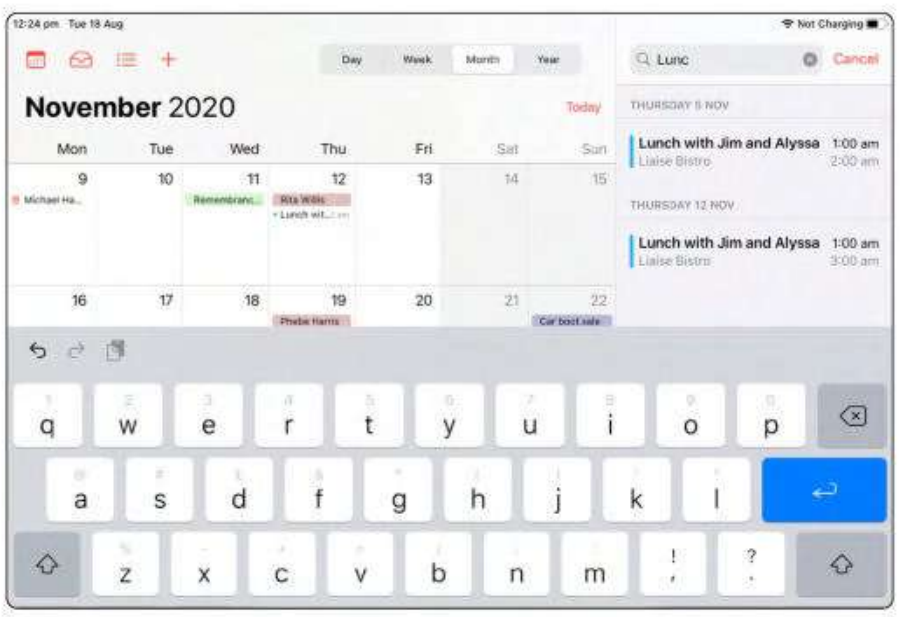
6 To edit an event, tap the event and then tap the Edit button that appears at the top right of the window. From here you can tap on any of the fields to change the details and even move it to a different calendar in your application's calendars list.



7 To delete an event tap it, tap the Edit button, then tap the red Delete Event button at the bottom of the screen. You're prompted to Delete Event to bin it or tap the screen off the pop-up window to cancel.



8 To search for specific events, tap the magnifying glass in the top right of the main screen to get a search field and list of upcoming events. You can search for titles, locations or keywords that appear in the event description.

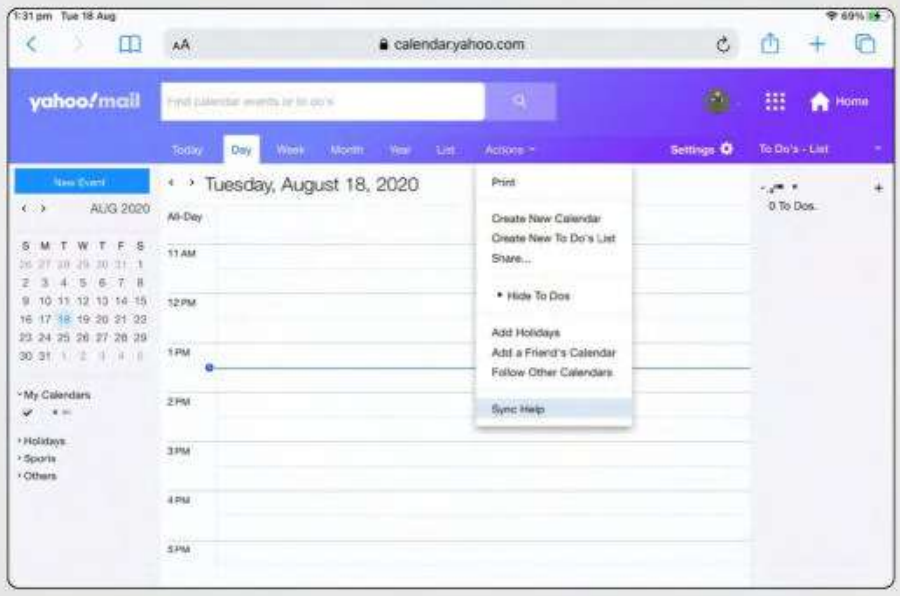


9 Matching events appear as you type, allowing you to open the appropriate one without having to type in the whole name or description. To open an event found in a search like this, just tap it when you see it in the list below.

Sync with Desktop Apps.

In this section, we look at how you can merge your iPad's calendars with those you've set up on another device.

To sync the calendar on your tablet with other calendars on your Mac, connect your iPad to your Mac and open a Finder window. Click your iPad in the sidebar and then check the Sync Calendars box. You can choose to sync some or all of them.

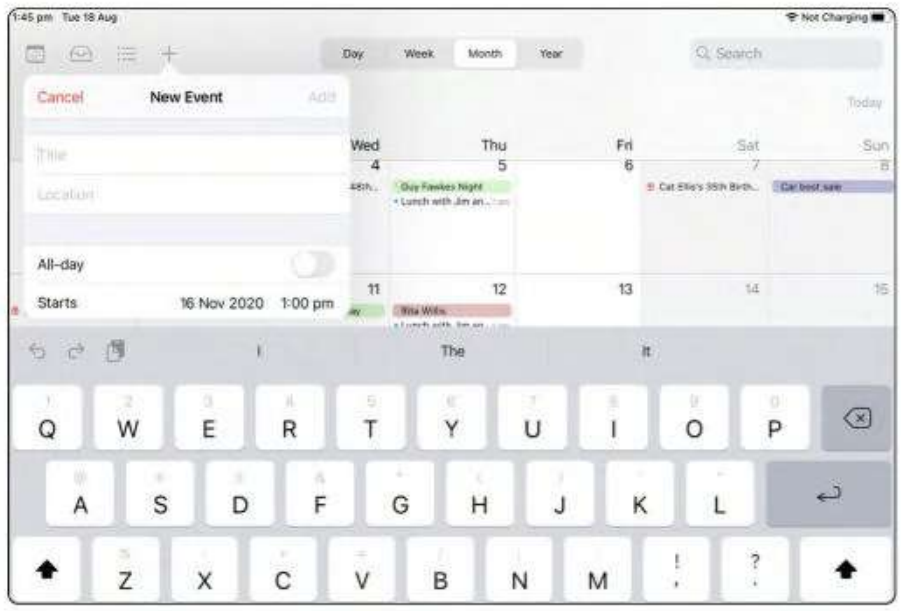


To sync calendars over the air, turn Calendars on in your Google, Yahoo! or Microsoft Exchange accounts, depending on which calendar you use.

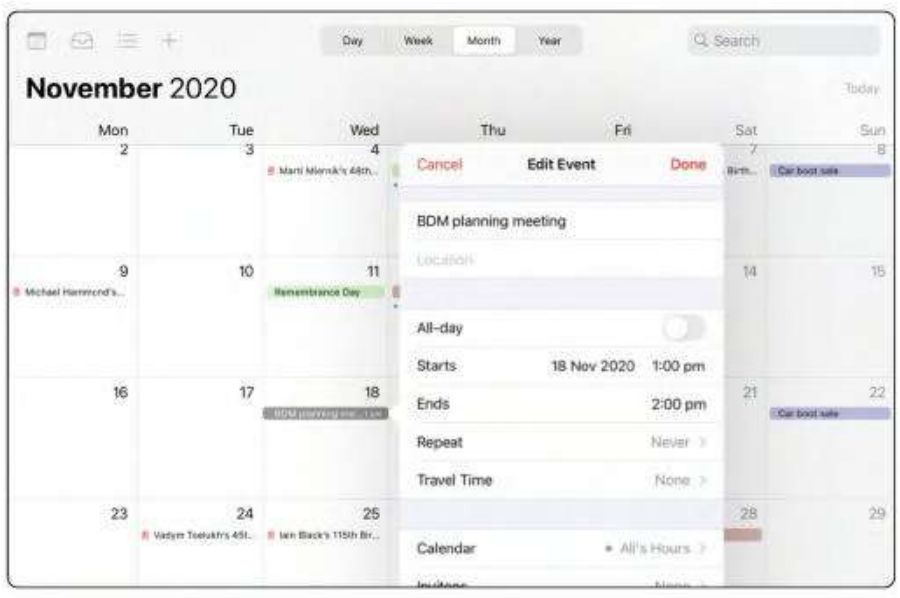
You can sync your iPad's Calendar app with your Mac or another mobile device linked with the same iCloud account by switching on Calendars in Settings > [your name] > iCloud.

Inviting Contacts to an Event

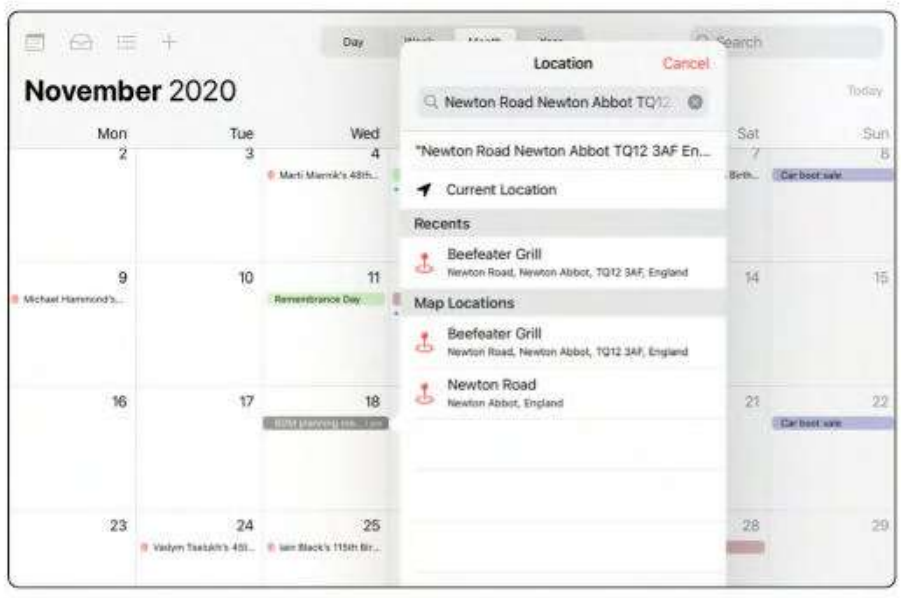
1 Open the Settings app, tap your name at the top of the left-hand column and select iCloud. From the options make sure that the Calendar slider is set to the On position or this guide won't work.



2 If you haven't set up the event already, open the Calendar app and tap on the '+' icon on the top right corner and input the information you require about the event using the virtual keyboard that appears.

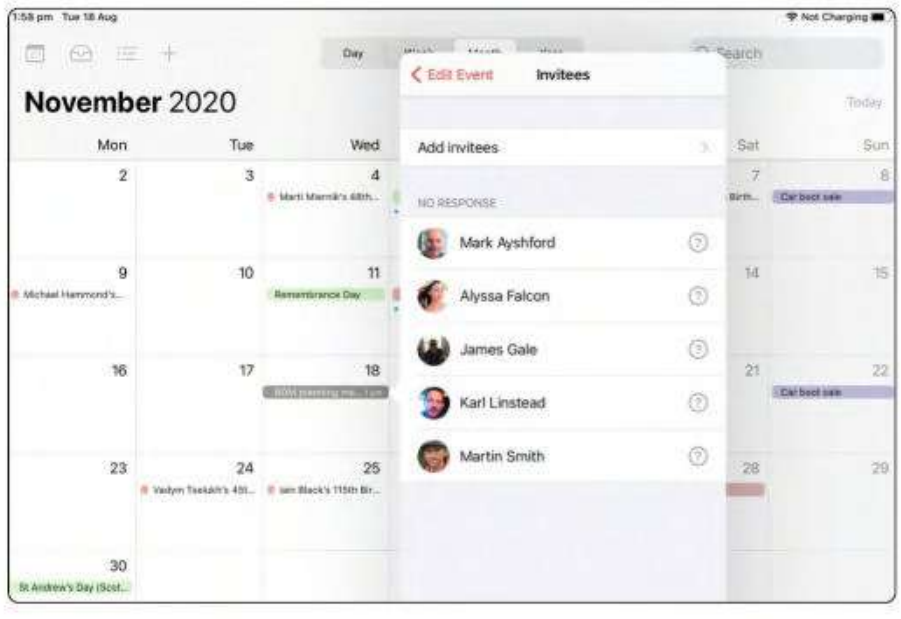


3 Remember you're sharing this with others, so you need to be quite specific regarding the information you input here for their reference. If you're sharing an event you've already created, check it's up to scratch.



4 You can add a location by tapping the Location field and then typing in the address of where the calendar event will take place. A postcode is sufficient; or, if you're there already, tap the Current Location link.

5 Now scroll down to the Invitees link at the bottom of the Event fields and tap on it to bring up a pop-up. Tap '+' to select your invitees from your Contacts. Add as many as you like, then tap Done to send the invites.

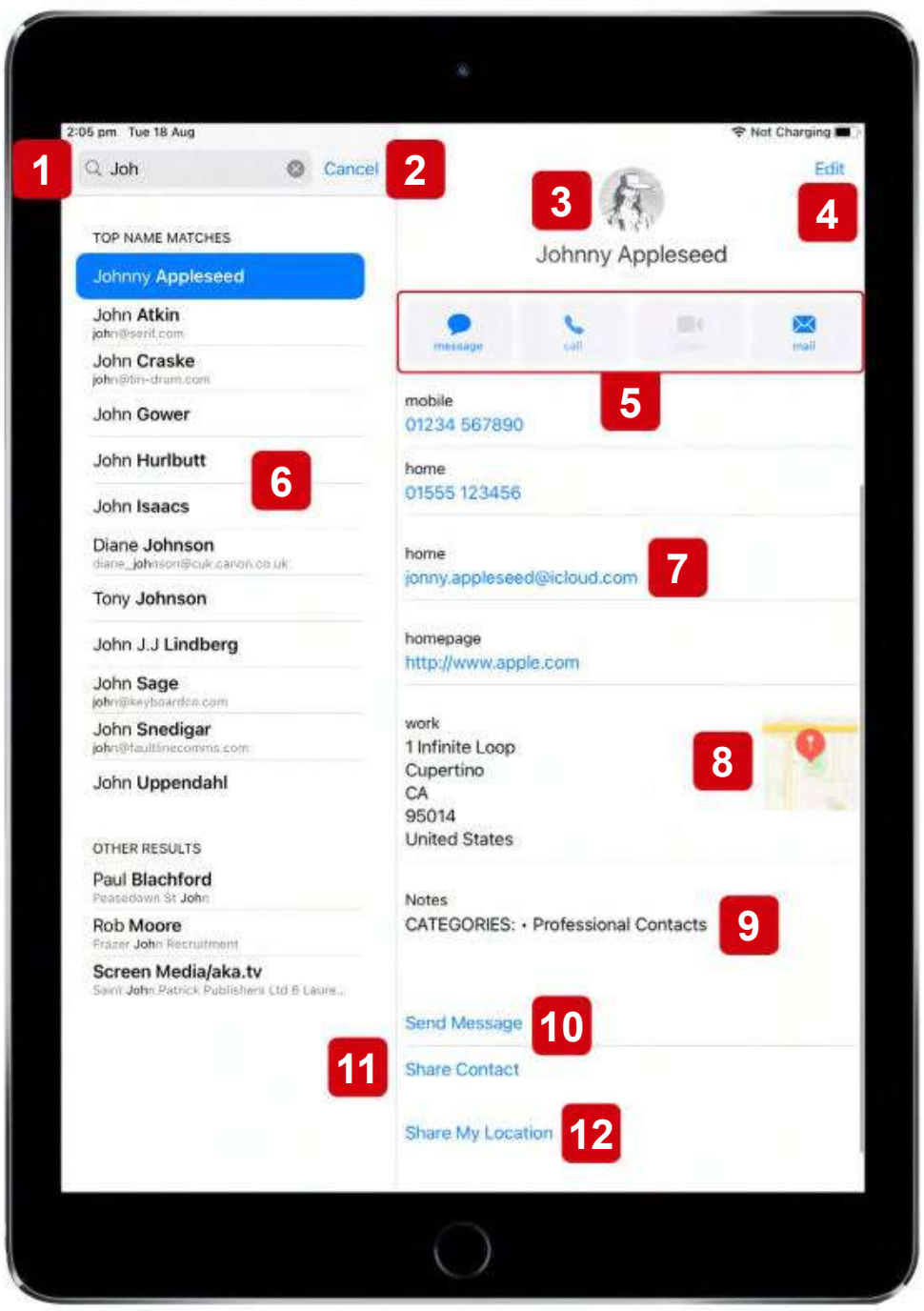


6 They are now sent a message about the event, and can confirm they are coming. The event is added to their Calendar app. They appear in the event details as invitees. Tap the question mark next to a name for their contact card.

Contacts App
Your Digital Details

You can use your iPad as a great digital address book, to keep names, addresses, phone numbers, email addresses and more all in one place. You can sync your Contacts app with other electronic devices too.

Contacts in Focus



1 Search your contacts by typing a name or part name here. Suggestions are offered. You can also search for other things on a contact card, like your notes.

2 Tap here to cancel a search and list all your contacts once more.

3 The name and picture of your currently open contact. If you don't have a picture added, the person's initials are shown here in a grey circle.

4 Tap Edit to add, remove or change information on the contact card. You can add things like birthdays, social media addresses and more, as well as further phone numbers, street addresses, etc.

5 These icons let you communicate with your contact directly from the Contacts app. Tap an icon to send a message, make a call, make a video call or send an email. If the icon is greyed, that feature is unavailable.

6 When you do a search, suggestions are offered as you type. Notice that the search looks at details on the card as well as the name.

7 These are the details you added to your contact card. Tap one to use it, that is, make a call by tapping a phone number, send an email by tapping an email address, and so on.

8 If you enter an address into a contact card, a preview from the Maps app is shown. Tap it to open Maps, with the location of that address pinned.

9 You can type anything you like in the Notes section of a contact card. What you type here is then searched by the search field as well.

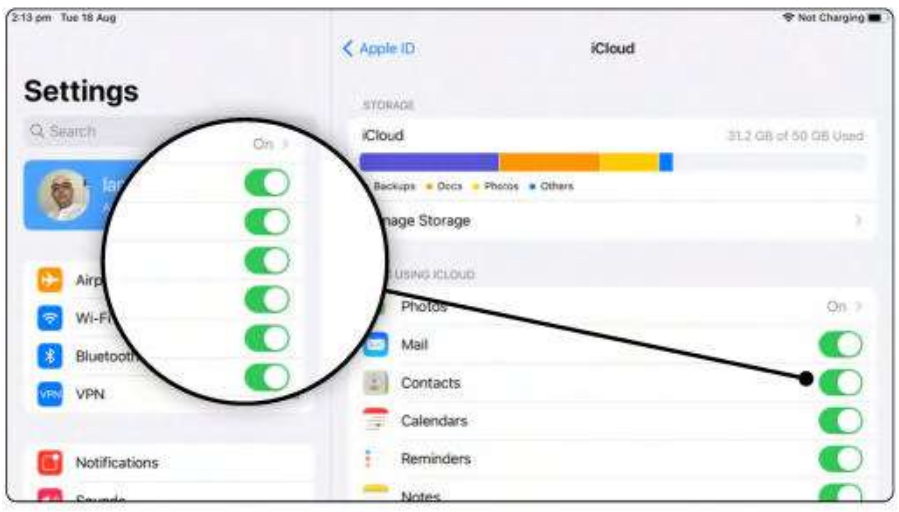
10 Tap here to send a message directly from the Contacts app. A pop-up asks what details you wish to use to send it, then Messages opens with a new message ready to write and send to your contact.

11 You can share a contact card with others by tapping here.

12 Tap here to share your location with the person on the contact card. You can share where you are for an hour, a day or indefinitely.

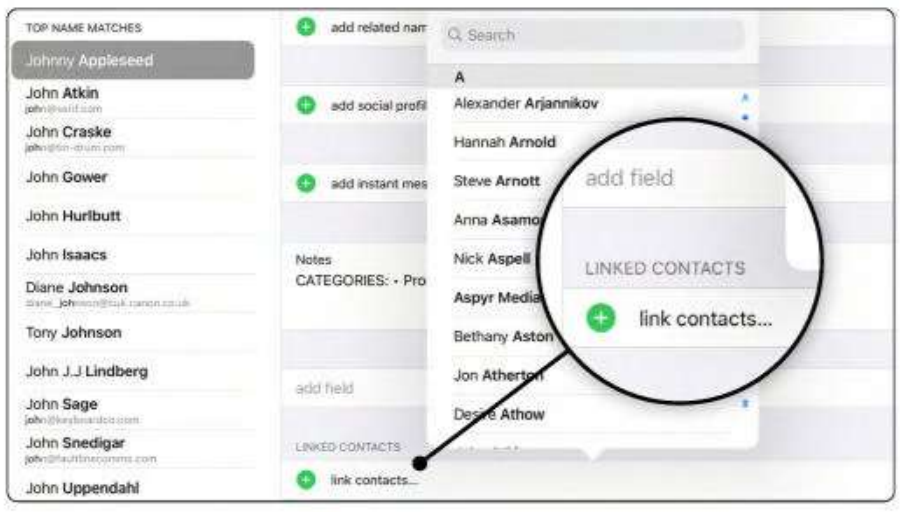
Active Contacts.

Your Contacts app does more than simply display contact details. You can utilise these details directly from the app. Tap an email address to send a mail, or a message icon to send a message in Messages.



Syncing Contacts

You can sync your contacts with your Mac and Apple mobile iOS devices using iCloud. Go to Settings > [your name] > iCloud, and switch Contacts on. Any changes you make to your contacts are then synced with any device linked to the same iCloud account, as long as it also has iCloud syncing switched on.

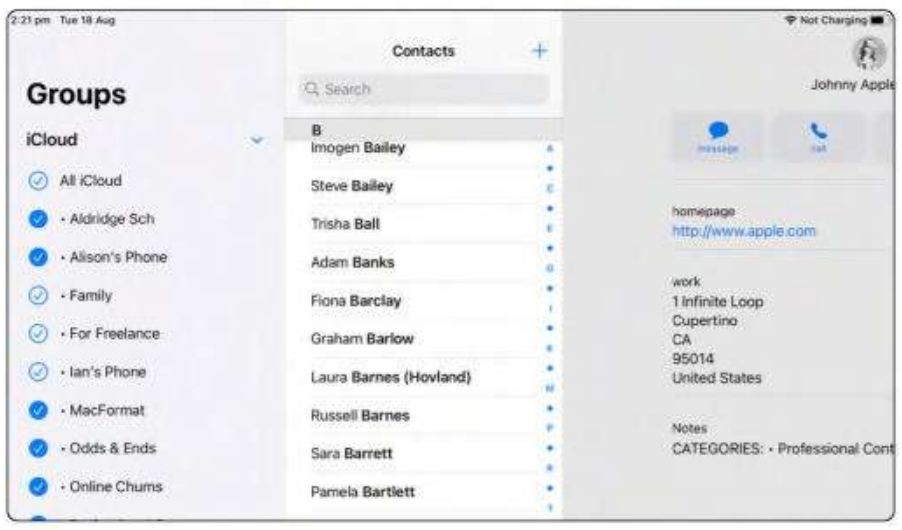


Merging Duplicate Entries

If you have contacts that appear in your contact list multiple times, it's easy to merge them into one. Just select one of the contacts you wish to merge, tap Edit in the top right corner and then scroll down to the Link Contacts option. Tap it and then choose which profile or profiles you wish to link. They are then merged together.

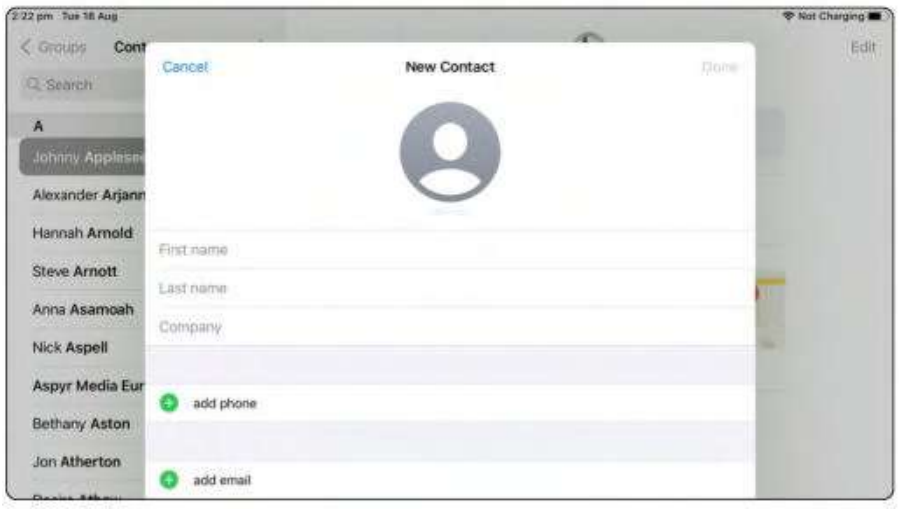
Sharing Contact Details

Tap the Share Contact link at the foot of the contact details and the Sharing options appear. You can send a contact card to a third party as a message, an email or through AirDrop. Choose one and tap Send. Should you receive a contact in this way, tap the attachment to add it to your existing contacts list.



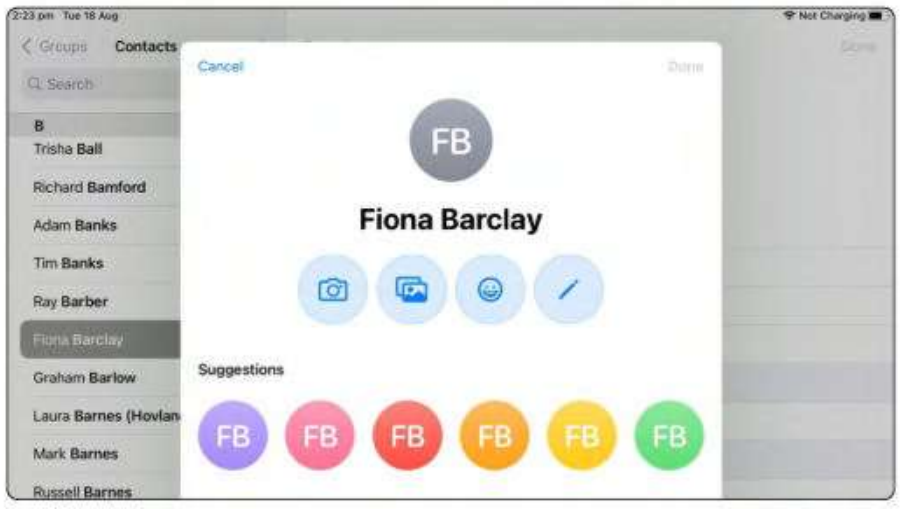
Viewing by Group

If you organise your contacts into groups, you can choose to display only some of these groups. On the main Contacts screen, tap Groups in the top left corner. Now tap individual groups to check or uncheck them. To go back to viewing all your contacts, tap the All option at the top of the sidebar.



Adding and Removing Contacts

To add a new contact to your Contacts app, tap the plus sign in the top right corner of the sidebar. This opens a blank contact card for you to fill in. There's an Add Field at the bottom of the card in case an option you wish to add isn't catered for. To delete a contact, open the card, tap Edit and scroll to the bottom, where you can find a Delete link.



Adding Pictures to Contacts

If you add a picture to a contact's details, it's displayed when that person phones or emails you. Open up a contact and tap Edit, then choose a picture from the pop-up window. Alternatively, tap one of the buttons under the name to take a photo, choose a photo, pick an emoticon or change the initials in the circle respectively.

Clock App
World Time and More

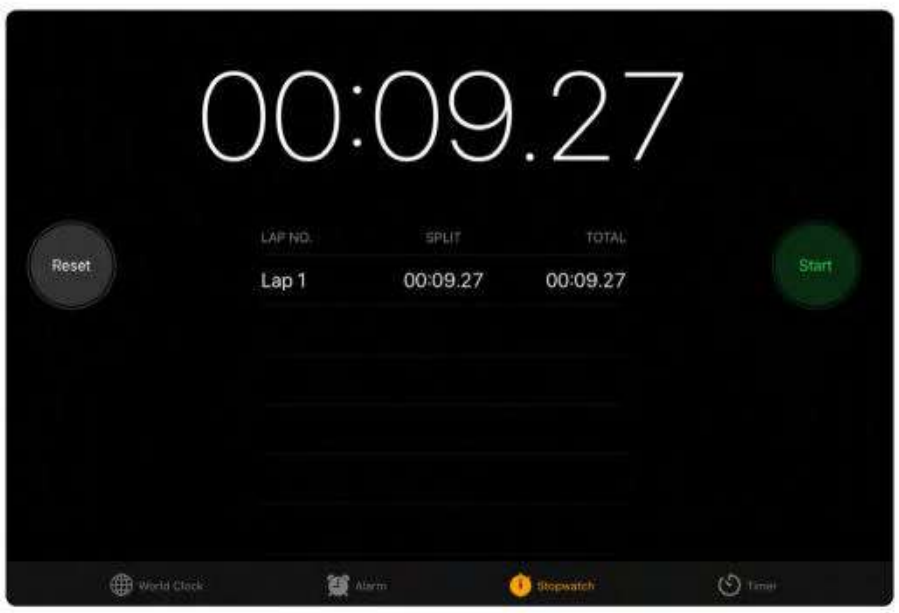
The Clock app does a lot more than tell the time. You can set alarms, check the time in cities all over the world and even use it as a stopwatch and countdown timer. It's a versatile and often overlooked iPad app.

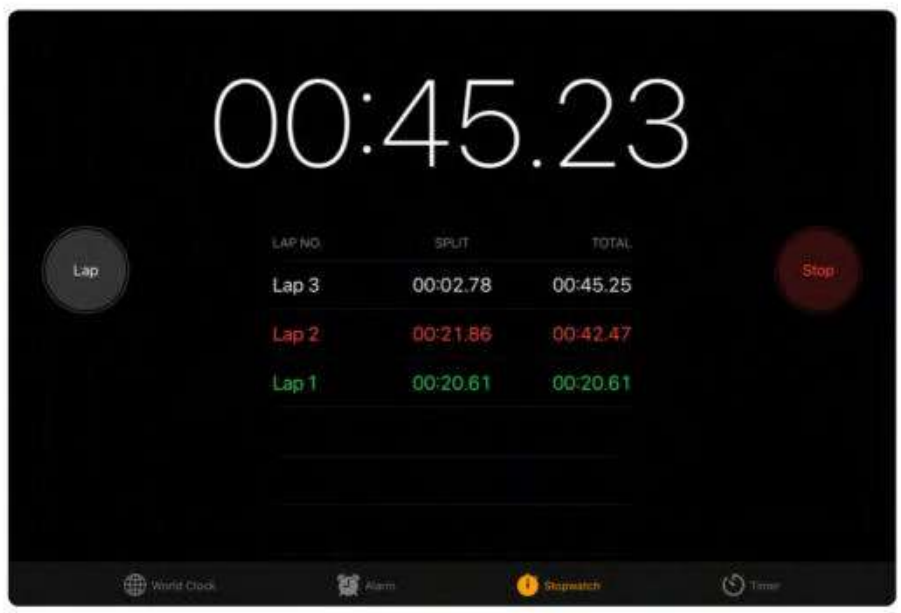
Setting Alarms

1 Tap Alarm at the bottom of the screen to create and edit alarms. To set a new alarm, use the '+' icon (top right). This opens an Add Alarm window. Use the keypad and the AM/PM switch to pick a time for the alarm to sound. Tap Save then choose which days the alarm plays, the sound, whether it can be snoozed and what it's called. When set, an alarm clock icon appears at the top of the Home screen to show it's active.

2 You can set multiple alarms, and set up an alarm to repeat at the same time on specific days of the week or never repeat. To turn each alarm on or off independently, tap its On/Off button. To edit or remove an alarm, tap the Edit link and either tap the time you want to amend or the minus button to delete that alarm. A deleted alarm is permanently lost, so if you need it again, turn it off using the switch and turn it on again later.

The Stopwatch

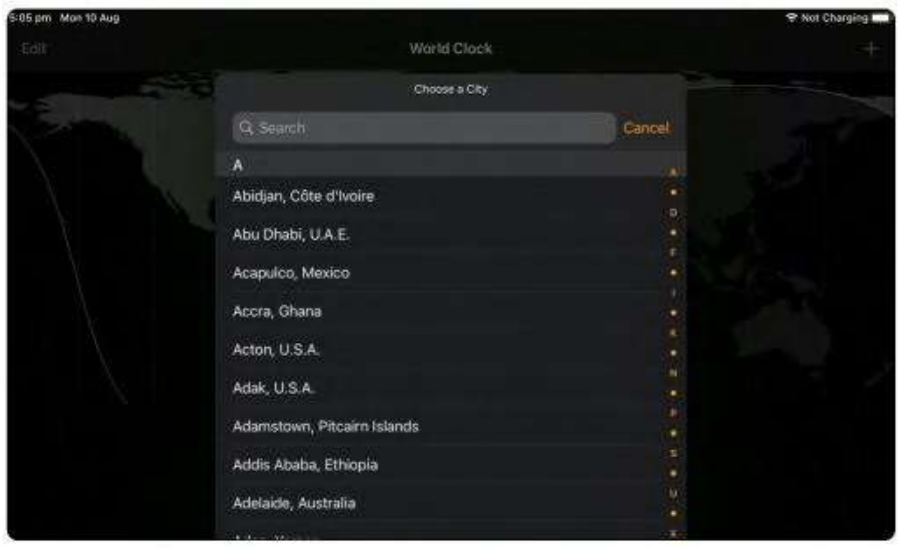




1 Tap Stopwatch at the foot of the screen. Tap the green Start button to start the stopwatch, then the red button that replaces it to stop it again. The grey reset button on the left clears the readout.

2 While the stopwatch is running, the grey button reads Lap. Tap this to record the current time without stopping the readout. This is great for recording each lap of a race, before tapping Stop as the racer crosses the finish line.

The World Clock



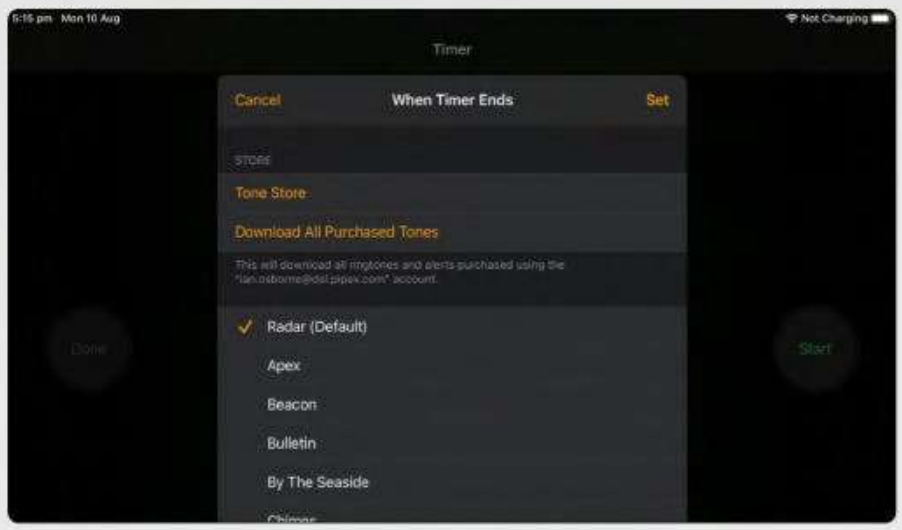
1 Open World Clock and use the plus sign (top right corner) to add another clock. The available time zones are listed. Scroll up and down or better still use the search field at the top of the screen to find the time zone you need. You can add as many new clocks as you want, from cities all over the world.

2 Clocks are shown on the World Clock page, with the current time in the city in question and the time difference in hours based on your current location. Sunrise and sunset times for that city are also shown. If you have a lot of clocks on the screen, you can scroll the line of clock faces right and left.

3 Tap Edit in the top-left corner and you can reorder the clocks by tapping and holding on a clock, then dragging it into its new position. If you decide you don't need one or more of the clocks, tap Edit and then tap the minus sign in the top-left corner of each clock you wish to delete to remove it.

Countdown Timer.

1 **Clocks are shown on the World Clock page, with the current time in the city in question and the time difference in hours. Swipe a clock left to delete it. Tap Edit (top left) and delete clocks by tapping the minus sign. Reorder them by dragging them right or left along the row of clocks. Tap Done when finished.**



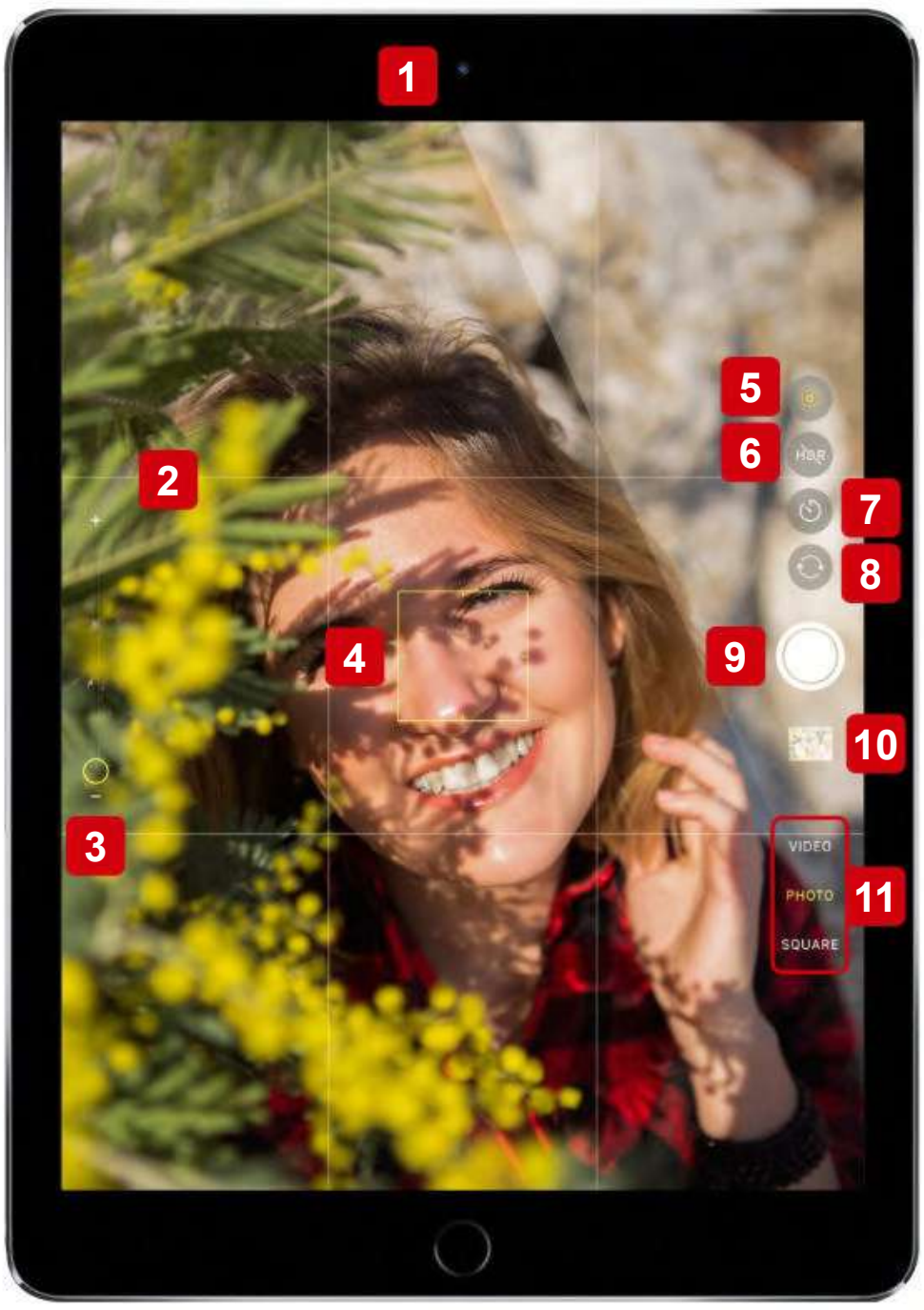
2 **Tap the music icon to choose an alarm sound. Tap a sound to hear it and when you have chosen your alarm sound, tap Set in the top right corner to choose one. Tap the Start button to begin the countdown. You can pause and resume it at any time using the green button or cancel the timer with the grey one.**

3 **Set whether or not you want a bedtime reminder and when. Tap Next, then set the sound and tap Next again. Now turn the Bedtime alert on or off with the switch at the top; change the bedtime or wake times by dragging their icon or the semicircle itself around the clock face. Scroll up for this week's sleep analytics.**

Camera App
Take Better Pictures

The Camera app is one of the most used apps on the iPad. You can take pictures using the rear-mounted iSight or front-facing FaceTime or TrueDepth cameras, as well as record videos and lots more.

Camera in Focus



1 The FaceTime or TrueDepth (front) and iSight (rear) cameras. The front camera is for selfies and video chats and the iSight camera is for general photography.

2 This grid overlay helps you to compose your photo or video. It can be turned off in Settings if you find it distracting.

3 The zoom slider. Move the slider to zoom in or out. You can of course use the regular pinch/spread gestures anywhere on the screen too.

4 This square shows where the screen is focused. If you wish to move the focus point to somewhere else, tap another part of the screen. This will also summon a brightness slider; slide your finger up or down to raise or lower the brightness.

5 The Live Photos option takes a few seconds of video along with the photo, to give it a little more life.

6 Tap this icon to switch the HDR (High Dynamic Range) feature on and off.

7 Tap here for the self-timer, which counts down three or ten seconds between tapping the 'take photo' button and taking the photo; so you can set up the picture, get into position and be in it.

8 Tap the circular arrows icon here to switch between the front and rear-mounted cameras.

9 Tap the white button to take a photo. In video mode, it's a red button. Tap it to start and stop recording. You can also use the volume buttons to take photographs.

10 Tap here to open the last photo you took. You can then delete it if it's poor.

11 Use this slider to switch between the photo and video camera options, including square photos, slow motion videos and more.

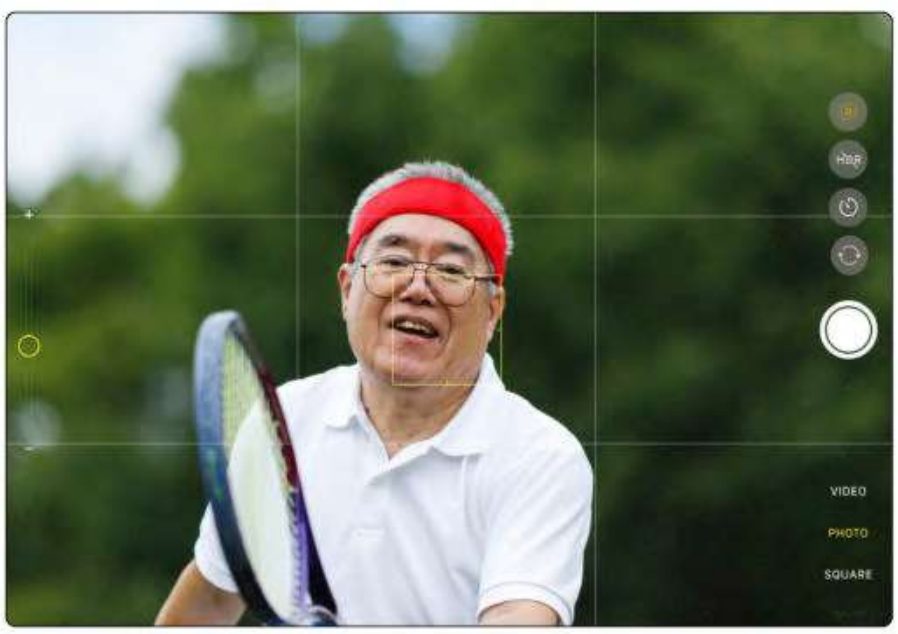
The iSight Camera.

The iPad's iSight camera is mounted on the rear of the tablet. Both sizes of iPad Pro have a camera that takes 12-megapixel still photos and can manage 4K HD video recording. Both photos and videos can be geotagged.

Capturing Still Photographs and Video

1 To flip between your iPad's front and back cameras, tap the circular arrows icon found above the large white shutter button on the right-hand side of the screen.

2 To switch between video and camera modes, move the slider on the right, moving between Time-lapse, Slo-mo, Video, Photo, Square and Pano (panoramic).



3 With the rear iSight camera in use, you can zoom in and out by placing two fingers on the screen and moving them apart to zoom in or together to zoom out.

4 Slide your finger up and down the screen to change the brightness. To take a photo, tap the white circle button at the right or one of the volume buttons instead.

Open from the Lock Screen.

When your iPad is showing the lock screen, you can open the Camera app by swiping the screen left. This takes you straight to the Camera app, from where you can take photos and review your new shots by tapping the preview in the bottom right corner.

HD Video Resolution.

Open the Settings app and tap Camera in the left-hand column. If your iPad is new enough, there's an option called Record Video. Tap it to switch between the default 1080p HD option and the less storage hungry (lower resolution) but still excellent 720p video.

Not Charging
Camera
Record Video
720p HD at 30 fps
1080p HD at 30 fps
A minute of video will be approximately:
• 60 MB with 720p HD at 30 fps (space saver)
• 130 MB with 1080p HD at 30 fps (default)
Video Format Control

5 A preview of the last photo or video you took is displayed under the white button on the right. Tap it to see how it came out. To return to the camera view, tap the chevron in the top left corner.

6 To record a video, ensure that the slider selector on the right of the screen is moved to video. Press the red record button (or a volume button) and it starts recording video footage.

7 While recording, a timer appears at the top of the screen. When you've captured your video footage, tap the red shutter button (or a volume button) for a second time.

8 Time-lapse takes single frame videos at set time intervals, to show the passing of time. Slo-mo records video in slow motion, and can only use the iSight camera.

9 Select Pano, press the shutter and follow the line on the screen. The iPad takes a series of images and pastes them into a continuous picture.

10 The Square photo option is best suited for taking a single image that will be used as an ID image for a passport, driving licence or a web avatar.

11 Notice the HDR options in the top right. You can choose to set them to either Auto, On or Off. If set to On or Auto, an icon appears at the top of the screen.

12 'HDR' stands for 'High Dynamic Range'. It works by taking a series of photos in rapid succession at a variety of exposures. They are then combined into a single image.

13 Next is the Self Timer, which can be set to either Off, 3 second Delay or 10 second Delay. This allows you to put down your iPad and get in the photo too. Just the thing for those all-important family shots.

14 You can use the Camera app to scan QR codes, to take you to a website. Hold the camera over the code, there's no need to press a Shutter button. When the notification appears atop the screen, tap it to go to the website.

Editing Live Photos.

Take a Live Photo by tapping the circular icon at the top of the sidebar on the right. You can edit them too. When you've taken the photo, open it and tap the Edit link.

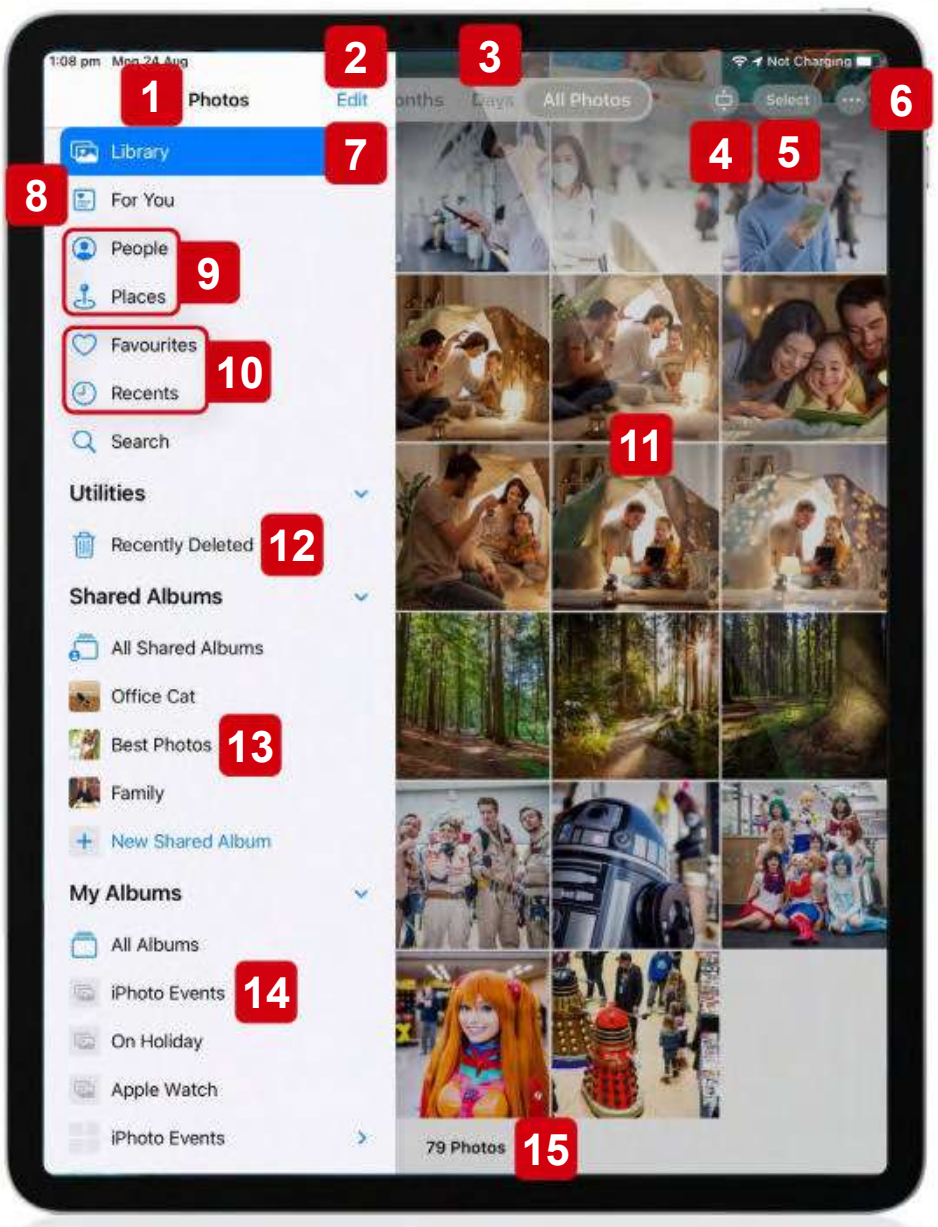
As you can see, there's a slider along the bottom. Tap it and you can drag in the ends, cutting off superfluous frames. You can also tap a frame and set it as the key image.

Swipe upwards for some effects. Loop makes the live photo continually move, Bounce does the same but forwards and backwards and Long Exposure adds a blur effect.

Photos App
Manage Your Snaps

The Photos app is a great photo manager and image editor. You can use it to store and manage your pictures, edit them to get the most out of your snaps and share albums with friends and family. It has a great new sidebar too.

Photos in Focus



1 This sidebar is new for iPadOS 14. Show it by swiping in from the side of the screen or tapping the chevron in the top-left corner. To hide it, swipe it away or tap the screen away from the sidebar.

2 Customise the sidebar by tapping the Edit link. Use the three-lines icons to drag items up and down the list.

3 View your photos according to the year, month or day they were taken or look at all your photos.

4 Toggle between viewing the thumbnails as squares or the full rectangular picture; whether taken in portrait or landscape mode.

5 Tap here to select multiple photos. You can drag your finger to select multiple photos more easily.

6 This action icon lets you zoom in and out of the photo thumbnails, switch between the square and aspect ratio grids and filter your photos to see all items, favourites, those you've edited, videos only and photos only.

7 Tap here for your main photo library, as shown.

8 The For You option curates your photos and displays them attractively.

9 Look at your photos according to the people in them or the places at which they were taken.

10 Look at photos you've marked as favourites or added recently. Here you can also search your pictures by title, notes, people, places and what's in them.

11 To open a picture, just tap on one here.

12 Tap here to get to the photos you've recently removed and then undelete or permanently delete them. They're kept here for 30 days from when you delete them, after which they're automatically erased.

13 After setting up an album and sharing it with others, it appears here.

14 Here are your albums set up in the Photos app.

15 At the foot of the screen, you're shown how many shots are in your currently viewed album or collection and also (where applicable) videos.

Under the Sidebar.

With the sidebar hidden, in the top-left corner, you see the name of the currently open album and the dates when the shots were taken.

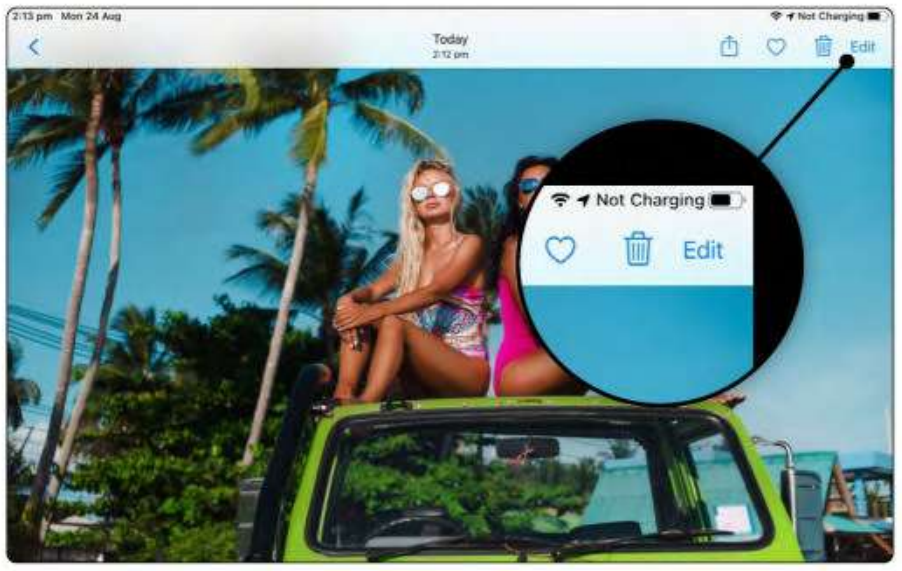
General Tips for Using the Photos App.

1 **Tap a photo or video to view it. To zoom in on a picture, put your finger and thumb on the screen and slide them apart. When zoomed in, you can move it around by dragging with your finger.**

2 **You can also scroll them using the photo bar found at the foot of the screen. The open image can also be dragged left and right to swipe through your photo collection, picture by picture.**

3 **To delete a single photo or video, open it and tap the Trash icon; if it's not there, the photo was added to your iPad through syncing and cannot be deleted in this way. Tap the Arrow-in-a-box icon for sharing options.**

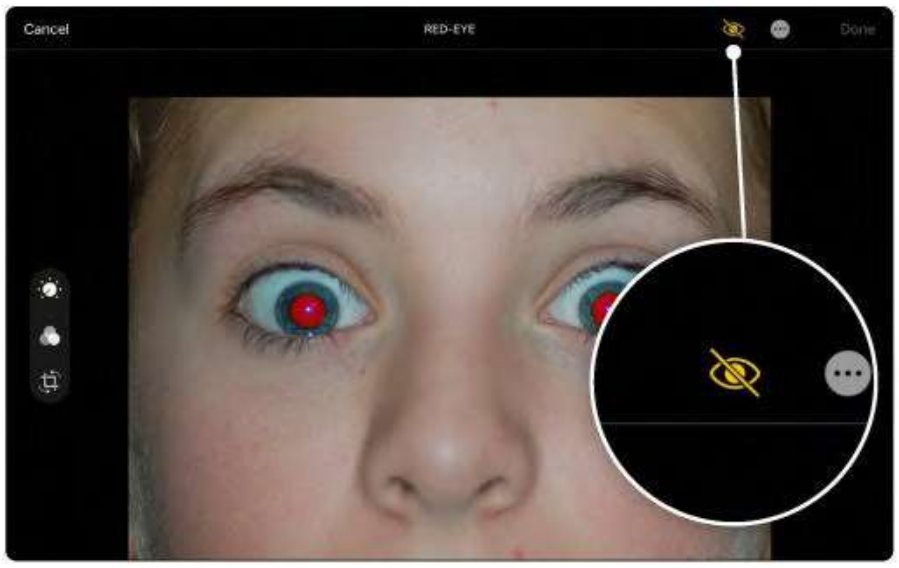
Editing Techniques Made Easy



1 Open the Photos App and select the image you wish to edit from the Camera Roll. To enter editing mode and bring up the key editing tools, press the Edit link in the top right corner.

2 If you use iCloud Photos and the photo you're trying to edit isn't actually stored on your iPad or your photos are synced with your computer, it must be downloaded first. Just tap Duplicate and Edit.

3 It's not just photos you can edit. You can use the Photos app editing tools on videos taken on your iPad as well as photos. You can also trim the start and end of the footage, by moving the end points.



4 There are two icons in the top right. Tap the Eye to get rid of red-eye on your photo. As instructed on-screen, zoom in and tap the red pupils on the photo to get rid of them. Tap the Three dots for options including opening it in another app or using Markup to annotate or draw on the picture.

5 The first of the three tools on the left of the screen is Adjust. Drag the row of circles to the right of the picture for adjustment tools. The first, the magic wand, is an auto-adjust that does everything for you. The others include tools for things like highlights, shadows, contrast, brightness, temperature and more.

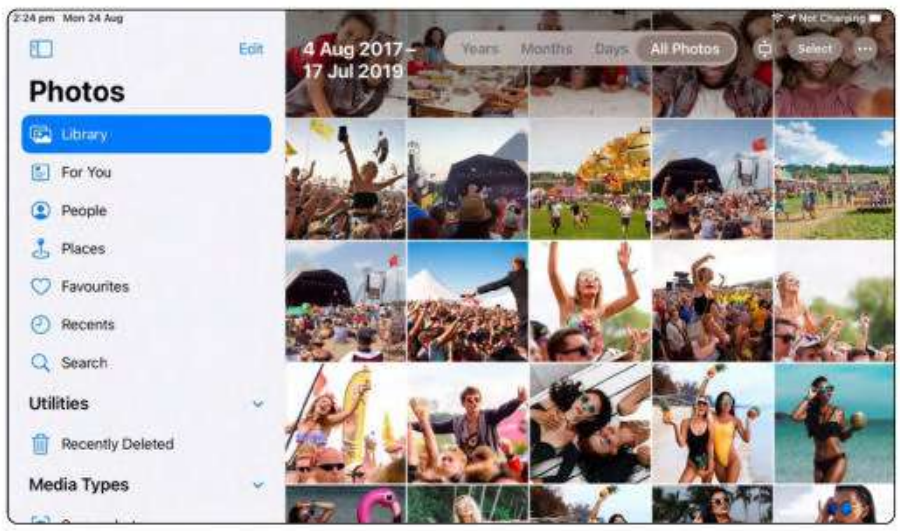
6 The next tool, the three interlocking circles, gives you filter options. To apply a filter in real time, slide the row of thumbnails to the right of the picture. The first filter is Original, which leaves the picture as it is, while the others offer enhancements like Vivid Warm and Cool, Mono, and Silvertone.

7 To crop a picture, tap the Crop tool and drag the picture's corners into the photo. The three circles to the right of the photograph (top to bottom) straighten the picture, skew it vertically, and skew it horizontally. To increase and reduce the intensity of these effects drag the bars that are found on their right.

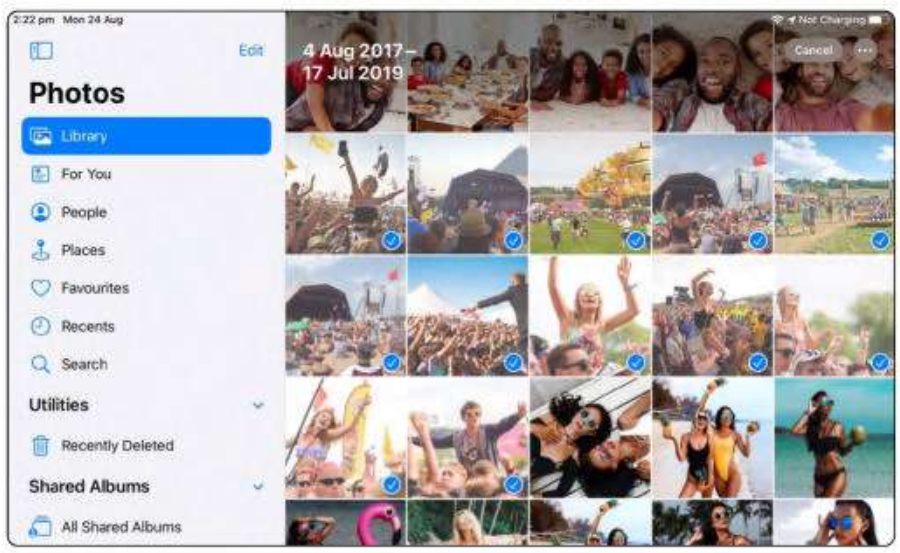
8 Select Crop and there are extra tools at the top. These are (left to right) flip horizontally, rotate in 90° increments, change aspect ratio and access Markup and more options. The aspect ratio tool selected lets you choose from various sizes using the slider.

9 All the changes you make to a photo can be undone. The last adjustment can be removed by tapping the Reset link, in the middle of the top bar, or Cancel, on the left, to undo all adjustments. Once you are sure, confirm via the pop-up option.

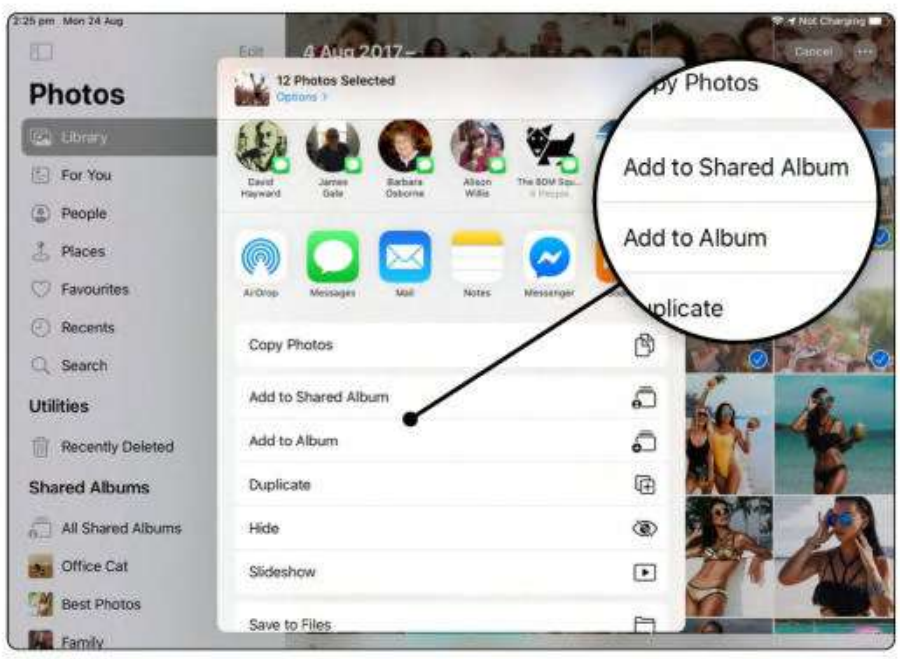
Creating New Albums in the Photos App



1 To create a new photo album, on the main Photos page (accessed by tapping the 'Library' link in the sidebar), tap Select in the top-right corner.

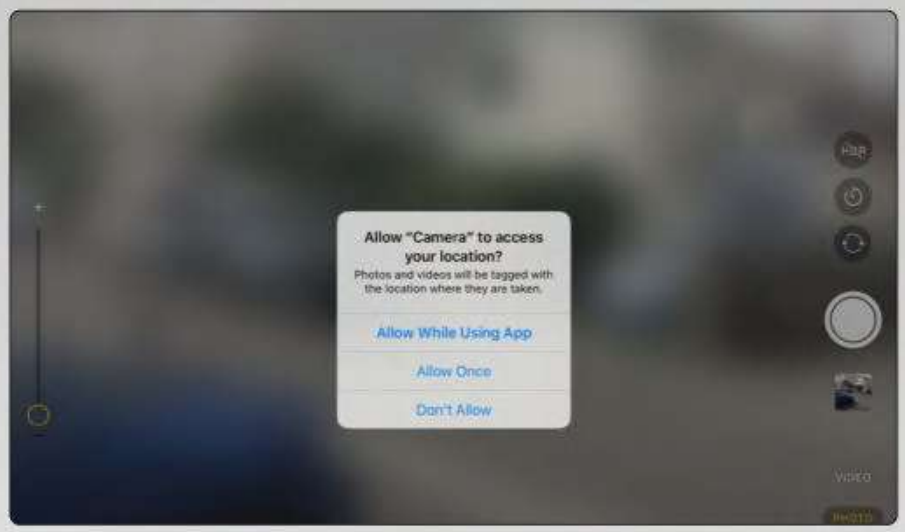


2 Now select all of the images that you want to add to the new album. Tap on a picture to select it on its own, or drag your finger over several photographs to select them all at once.



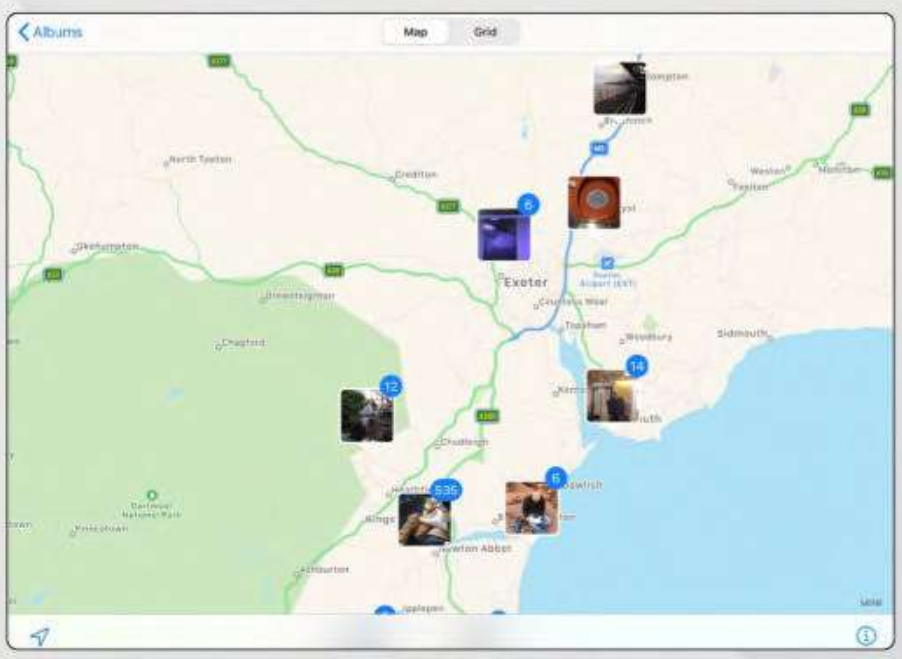
3 Tap the Share icon to show this window, then select Add to Album, or Add to Shared Album, from the menu. You can then add your selected photographs to an existing album, or make a new one.

Record Your Location in a Photograph.


Allow "Camera" to access your location?
Photos and videos will be tagged with the location where they are taken.
Allow While Using App
Allow Once
Don't Allow

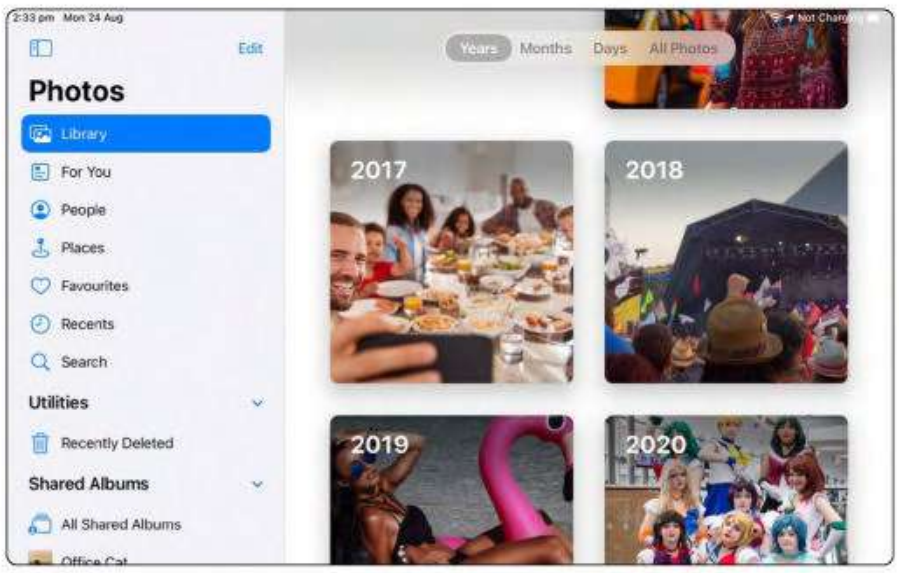
1 **In the Settings app, go to Privacy > Location Services and make sure Location Services are on. Take a picture using the Camera app, and you're asked for authorisation to use your location. Tap an Allow option.**

2 **Every time you take a photograph, your location is now recorded by the iPad and embedded in the picture's details, or 'metadata' to use the correct term. To test it and make sure it worked, take a quick photograph.**

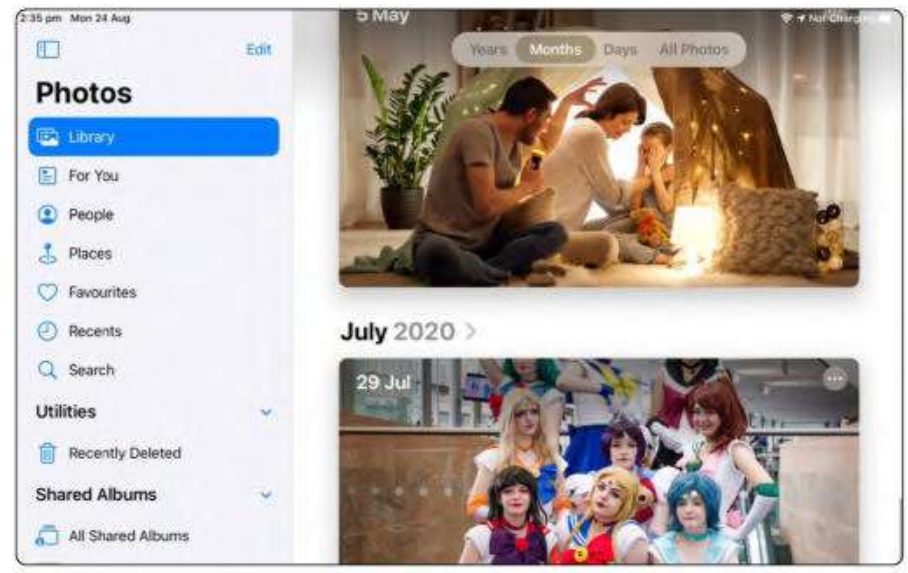


3 **Close the Camera app, open the Photos app, open Albums (bottom of screen), and then tap Places. You see the locations where you've taken photos. Tap a location to see the images you took there.**

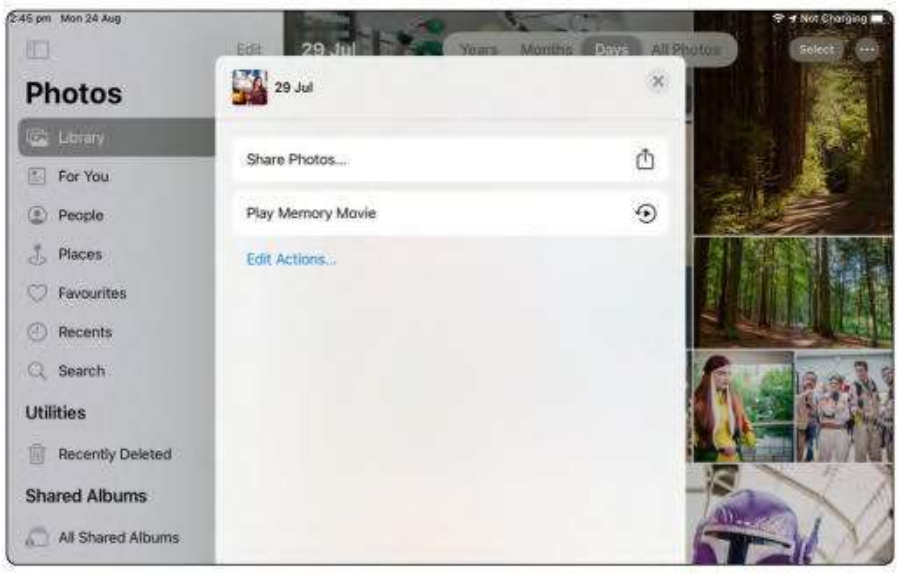
Navigating the Photos App



1 With the Library sidebar option selected, in the bottom right corner, select Years in the options near the foot of the screen. Your photographs are arranged according to the year in which they were taken. Scroll up and down to cycle through the years.



2 Tap one of the photos, you're taken to the Months view and shown all pictures taken that year, arranged into months. Tap one again and you move to Days, with that month's photos arranged into the individual dates on which they were taken.



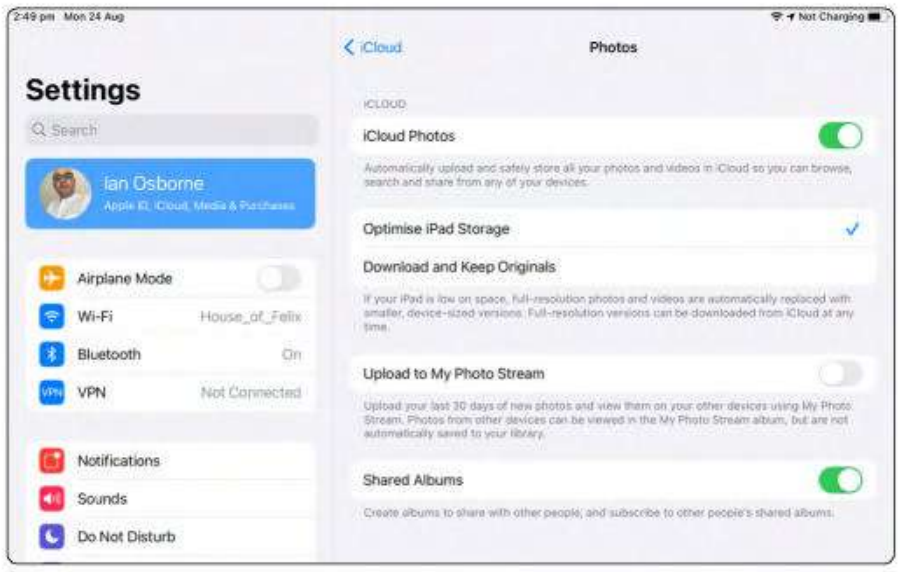
3 In the Days view, the pictures are arranged in a scrapbook style, a little like the Memories view offered in older versions of Photos. As always, you can tap a photo to open it. For a range of other options, tap the Three-dots icon in the top right.

4 The Three-dots icon gives access to (among other things) the Share icon. Tap this and you can share the photos you're looking at in a variety of ways. You can also tap Play Memory Movie for a slideshow, featuring the pictures in question, set to music.

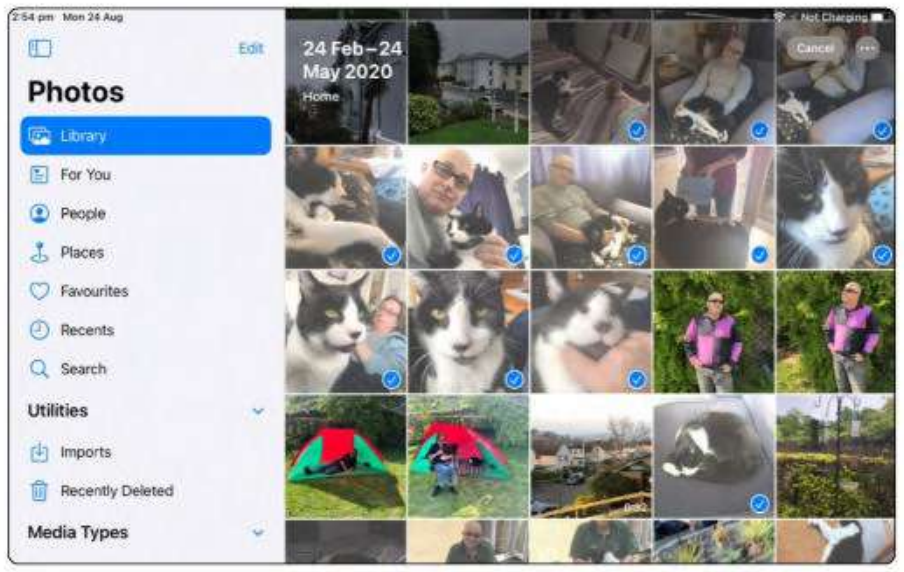
5 During a movie or slideshow, tap the screen for controls. You can change the music using the slider under the pic, change the duration, pause and unpause it and, using the Share icon, share or save the slideshow.

6 While the iPad is locked, and connected to a power supply, it curates your photo collection, analysing the images for subjects, faces and more. This information is used by the search facility, so it's a good idea to do it often.

iCloud Photos Shared Albums

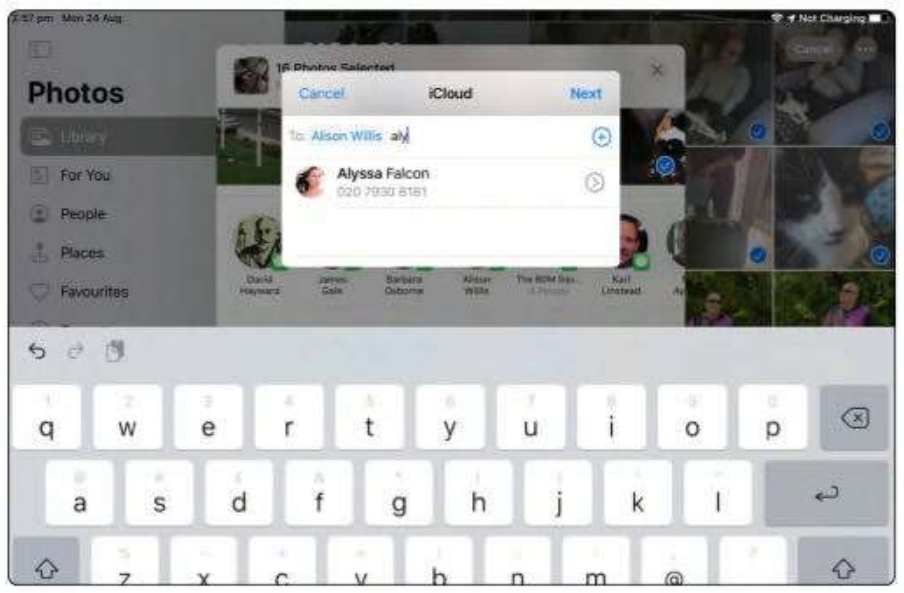


1 This feature must be turned on before you can use it, so go to Settings > [your name] > iCloud > Photos and make sure iCloud Photos is on. You don't need to have Photo Stream on.

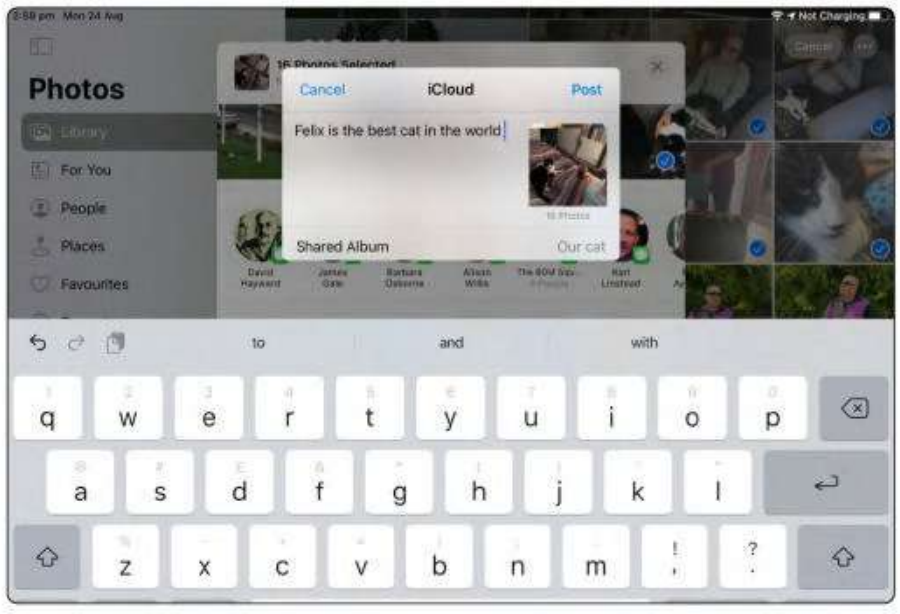


2 Open the Photos app and navigate to the photo thumbnails. Tap Select and tick the images you wish to share. When all your images are ticked, tap the Sharing icon in the bottom left corner.

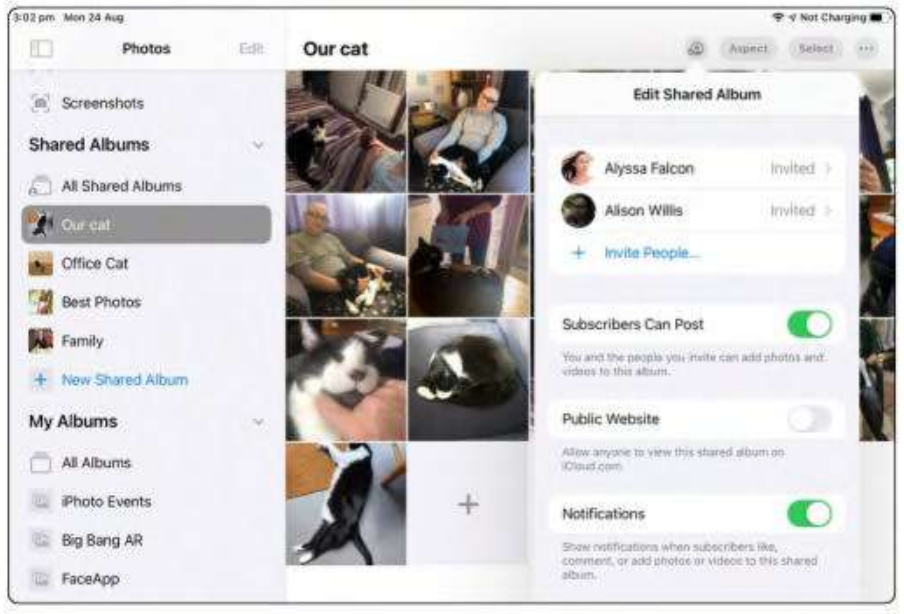
3 Tap Add to Shared Album. In the pop-up, tap Shared Album to place the pics in a different existing album, or start a new one, in which case you can call it anything you like. Alternatively, add the photos to an album you're already sharing.



4 If you're starting a new, shared album, you're then invited to add people with whom you want to share it. If they're in your Contacts, just type their names. Completion suggestions are offered as you type; tap one of these suggestions to choose it.



5 Tap Next and you're taken to this screen, where you can comment on your new, shared album if you wish. When you're done, tap Post in the top right of the window to send an alert to those you've invited to see it.



6 To make changes to that album, in the sidebar, find the album in question under Shared Albums and tap it. Manage your photos here or, at the top, tap the silhouette icon to change its settings and/or invite more people.

Maps App
Navigate Your World

Maps is a superb navigational tool that turns your iPad into a GPS system. Making great use of the iPad's location awareness, it gives you an accurate map of your location, shows directions to where you want to go and more.

Maps in Focus

1 You can search for nearby facilities and features using the Search field. Here we searched for Fast Food and found 30 outlets.

2 Tap the X icon to close the search results, showing more of the map.

3 If you move the map around, tapping this button lets you repeat the search for the area you're now looking at.

4 Tap the 'i' for the Maps Settings pop-up window, where you can switch between a normal, Transport or Satellite view, mark your location, add a feature, or report an issue.

5 Tap this Arrow icon to focus the map on your current location. Tap it again and the map rotates as you move, so the direction in which you're travelling is always 'up'.

6 A regular compass, showing in which direction you're facing.

Please make sure you follow the road signs and drive legally; according to the vehicle you're driving in. Don't neglect your road skills.

7 Items you've searched for are shown here; in a list. We're looking for fast food, so nearby burger and pizza places are shown. The list offers specific information on the establishments shown on the map. Tap one for more details such as directions, opening hours, a phone number and more.

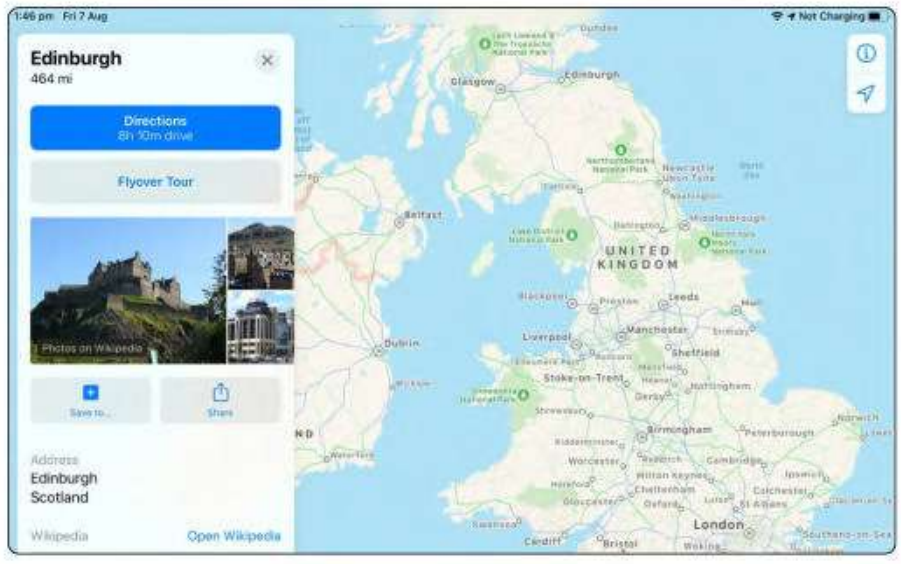
8 The orange icons show the locations of the establishments found in the search results. Tapping one of them also gives you further details.

9 The deep blue dot is your current location. The smaller the lighter blue circle around it, the more accurate this location placement is.

10 Scroll and tap on this footer for popular brands that answer your search query. For a Fast Food search, they include McDonalds, Subway, Dominos Pizza and more.

11 Current weather information is shown here. Go to Settings > Maps and turn on Air Quality Index to show this too. Long press on this data for a window showing additional weather information drawn from the Weather app.

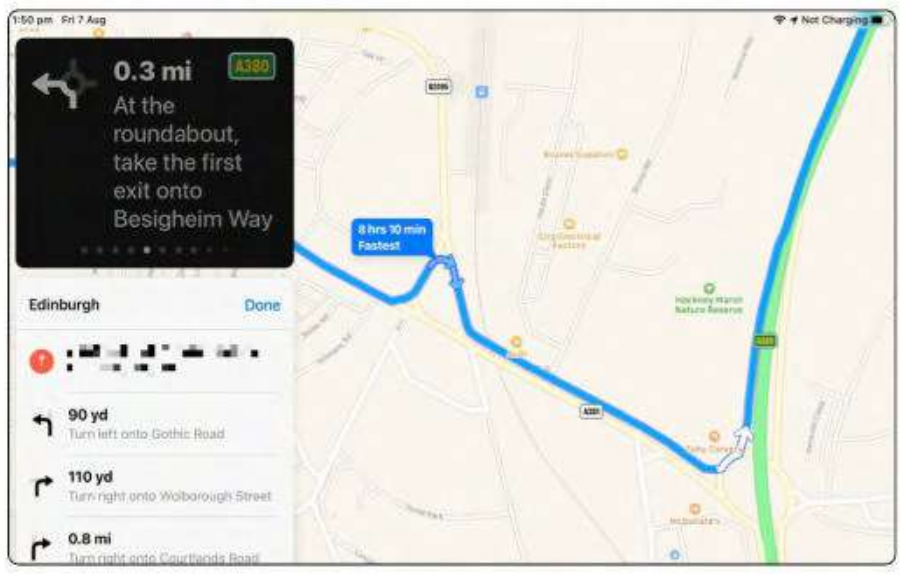
Using Route Planning



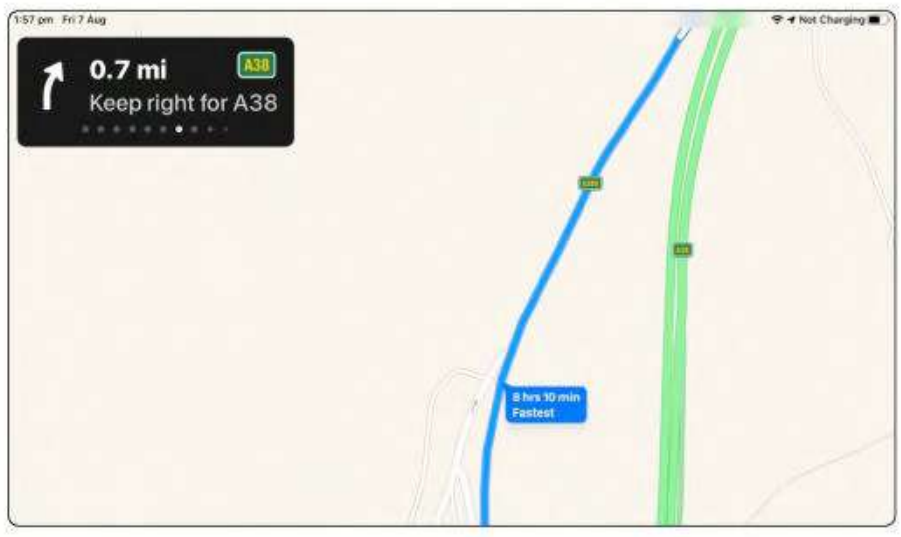
1 Enter the name of the place you want to go in the Search field and, in the sidebar, tap Directions. If your starting point isn't your current whereabouts, tap My Location at the top of the sidebar and change it. You can change your intended mode of transport using the icons at the foot of the sidebar.

2 The Maps app quickly calculates the best route for you to follow, based on the mode of transport you chose, and displays the chosen route on the map marked as a blue line as seen here. The total distance and estimated travel time are displayed on the map and also in the sidebar.

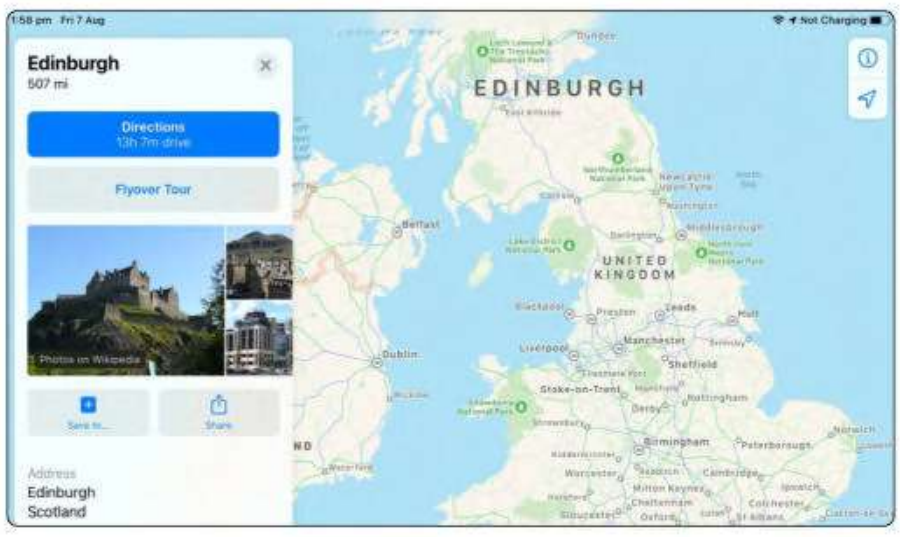
3 At the foot of the window switch on motorways and tolls, if you'd rather not use routes involving these. Alternative routes are displayed on the map as lighter blue lines; switch between routes by tapping one of these light blue lines.



4 Tap Go on your preferred route to start. For a step-by-step breakdown of the route, swipe the window in the bottom-left up and tap the Details link. The route you currently have selected on the map is shaded in the sidebar on the left.



5 You can swipe the black instruction box right and left, taking you to the next, or previous, instruction. Pinch and spread on the map to zoom in and out and tap the arrow on the bottom right to get back to your current location on the map.



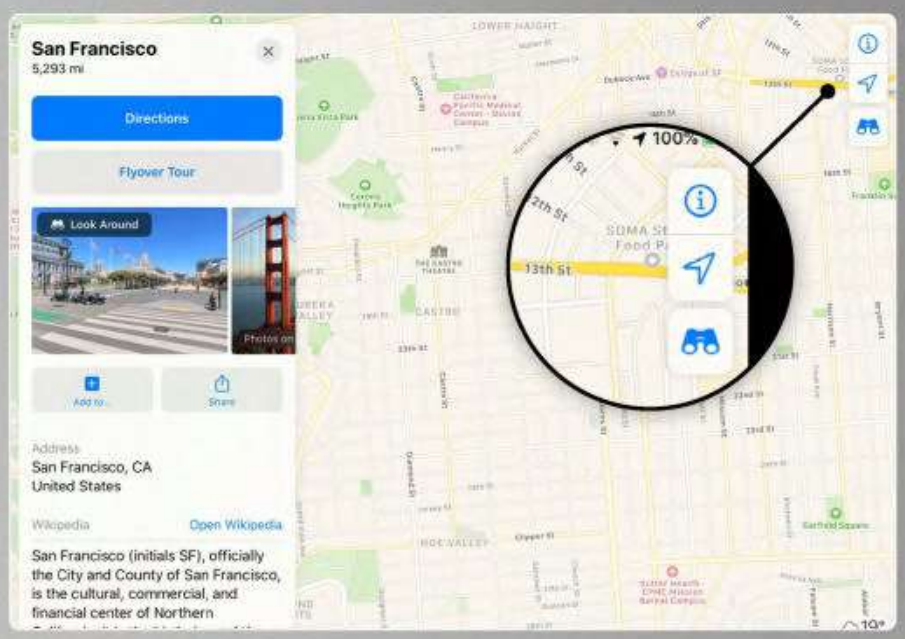
6 If you come across a problem and you need to change your route, tap End in the window in the bottom left. You can then tap your destination again on the next screen and, when Maps recalculates, choose an alternative route.

Viewing Locations in 3D

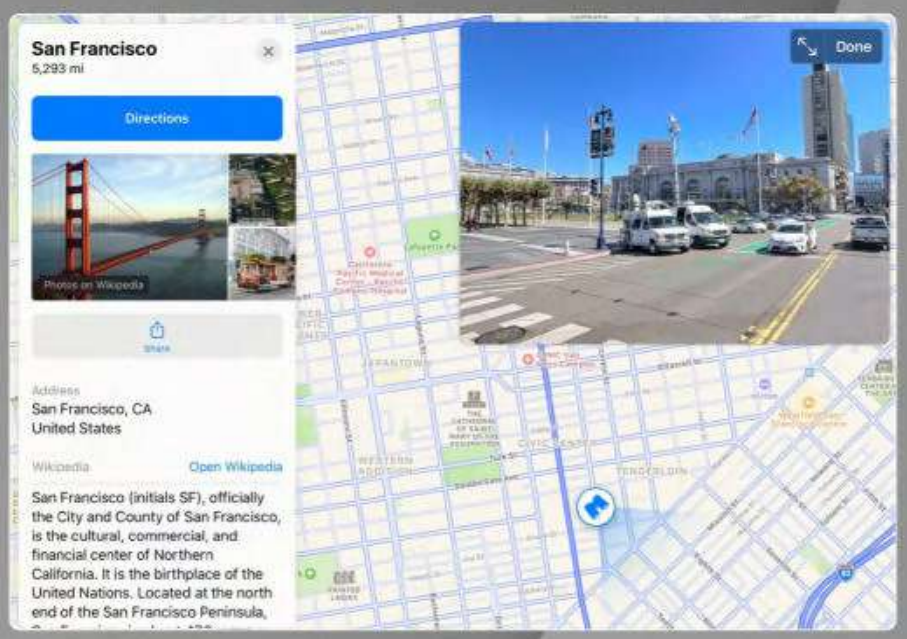
1 Switch to the Satellite view; tap the 'i' icon for settings, then the Satellite tab. To see street names, turn Labels on. Close the settings window and switch to 3D view by tapping the 3D option in the top right. The camera angle shifts to a 3D view.

2 Zoom in and you see contours, hills, and valleys. When viewing a city with rendered 3D buildings, change the camera angle to view them better. Hold one finger still on the screen and then drag a second finger around to change the perspective.

Look Around.



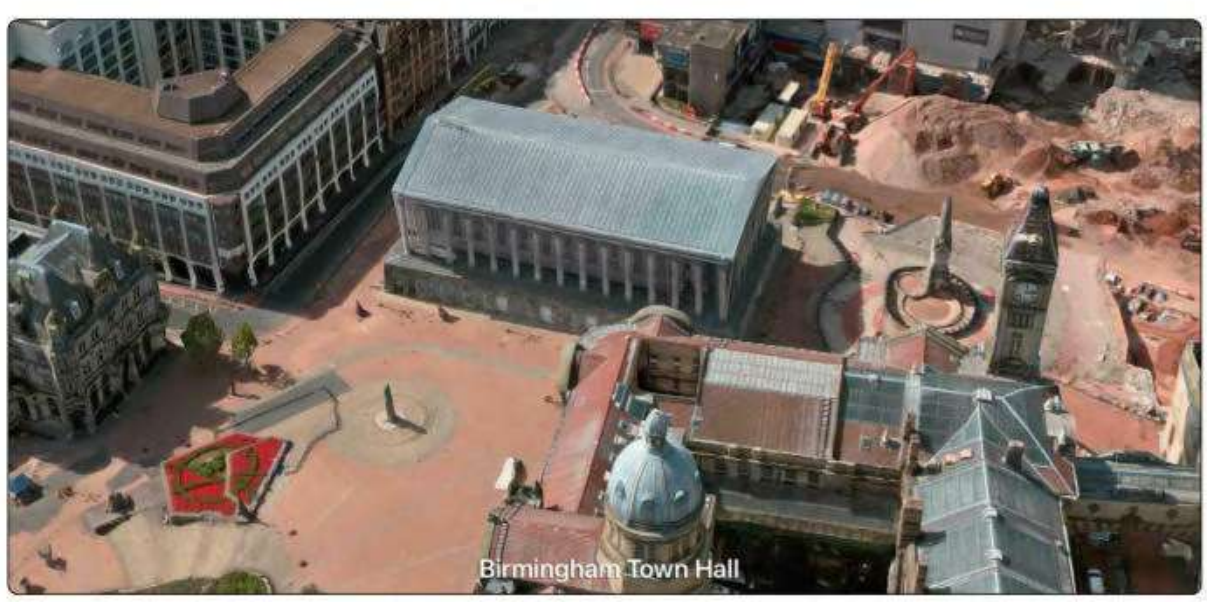
1 Look Around is Apple Maps' answer to Google's Street View. If you search for a city that has Look Around enabled, the option appears in the information window, as you can see here. To access it, tap Look Around or the Binocular icon.


San Francisco
5,293 mi
Directions
Photos on Wikipedia
Address
San Francisco, CA
United States
Wikipedia
Open Wikipedia
San Francisco (initials SF), officially the City and County of San Francisco, is the cultural, commercial, and financial center of Northern California. It is the birthplace of the United Nations. Located at the north end of the San Francisco Peninsula,
Done

2 Drag your finger around the screen for a 360° view. Tap the Arrows icon to expand the Look Around window. Tap a road or path a little way in front of your current position to move the viewpoint forward. When you've finished, tap Done.

3D Flyover Tours

Some of the world's major cities offer flyover tours in the maps app. Just type the name of the city in the search field and, under Directions, in the sidebar that appears, is a Flyover button. If it's not there, that city is not available for a flyover tour. Tap the Flyover button and you're treated to an aerial showcase of the city in glorious 3D, showcasing its most famous features in a brand new way.



Features and Favourites

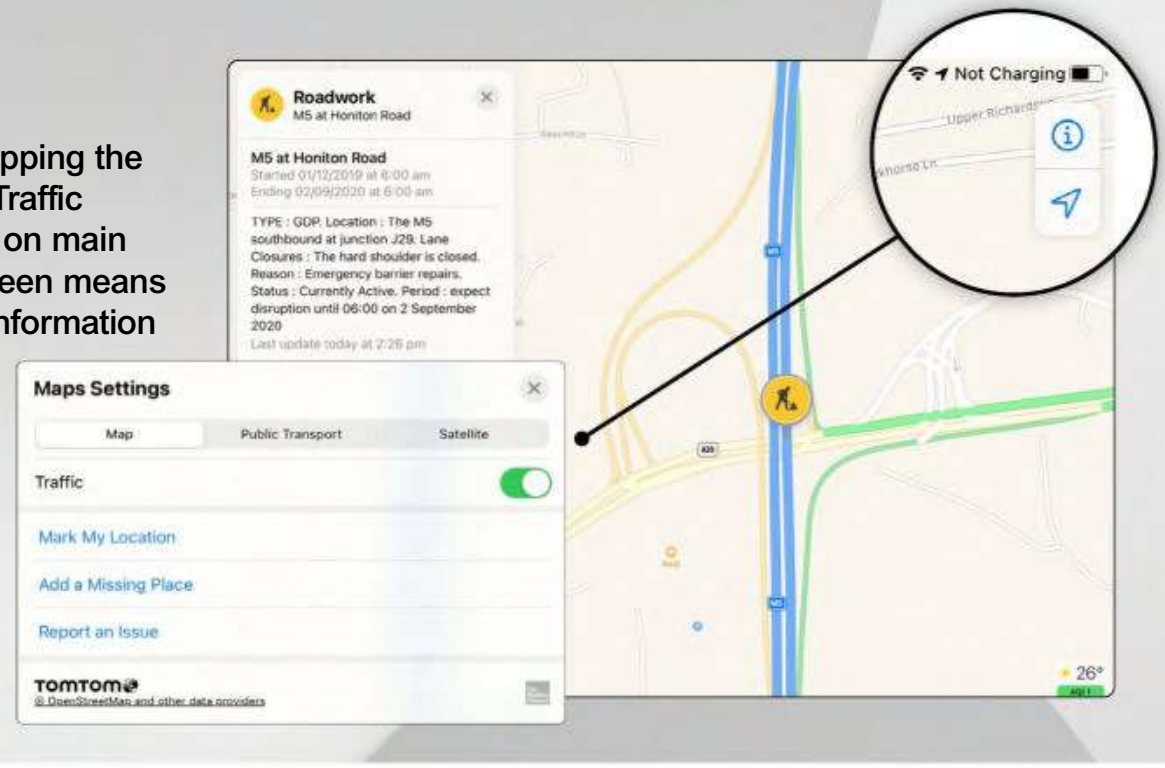
Exeter
Address
Exeter
England
Wikipedia
Open Wikipedia
Exeter is a cathedral city in Devon, England with a population of 127,300. It lies within the county of Devon, of which it is the county town as well as the home of Devon County Council. Currently, the administrative area has the status of a non-metropolitan district and is therefore under the administration of the County Council. The city is on the River Exe a... More
Add to Favourites
EXETER
Exeter Airport

1 Enter a location in the Search field to go to it on the map. Scroll the sidebar up and you see an option marked 'Add to Favourites'. Tap this to add this particular location to your favourite places list. Here we've marked a town but you can also mark specific locations like a railway station, shopping centre and more.

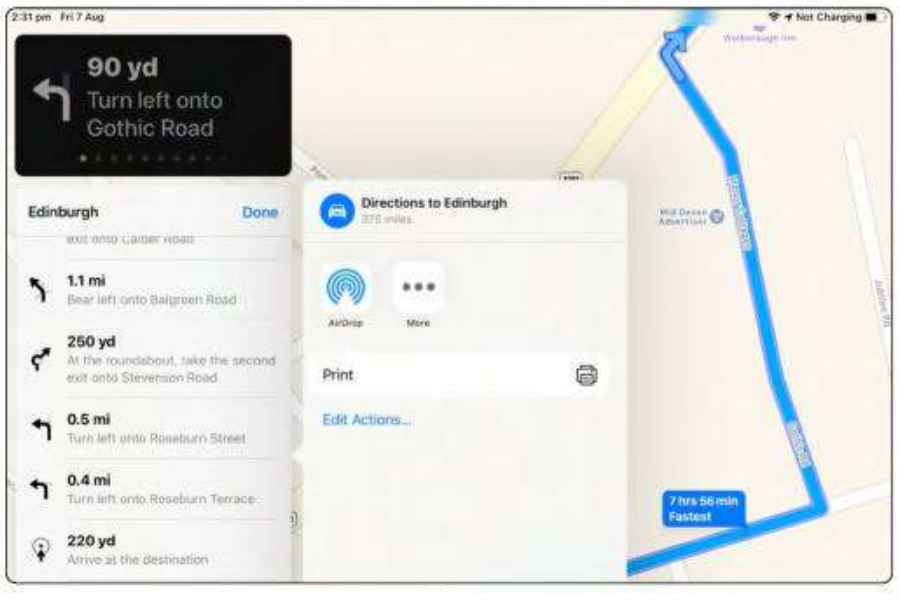
2 Tap the 'X' in the top-right of the sidebar and nearby places you've marked as favourites are shown. This is near the place you're looking at on the map, not your current location. You can share your favourites list by tapping the Share icon. Just the thing if you know someone who's visiting the area.

Traffic Information.

You can get traffic information at any time by tapping the information icon, an 'i' inside a circle. Turn the Traffic switch on and current conditions are displayed on main roads. Red means the road is very busy and green means traffic is flowing smoothly. You can turn traffic information off at any time by tapping the 'i' icon again and then turning the Traffic switch off. When traffic information is turned on, you also see small workman signs at various places. This means that there are scheduled roadworks happening in those locations. Tap any of the workman icons and then tap the information icon to get more details, including possible length of delays and how long the works continue.


Roadwork
M5 at Honiton Road
M5 at Honiton Road
Started 01/12/2019 at 6:00 am
Ending 02/09/2020 at 6:00 am
TYPE : GDP. Location : The M5 southbound at junction J29. Lane Closures : The hard shoulder is closed. Reason : Emergency barrier repairs. Status : Currently Active. Period : expect disruption until 06:00 on 2 September 2020
Last update today at 2:26 pm
Maps Settings
Map
Public Transport
Satellite
Traffic
Mark My Location
Add a Missing Place
Report an Issue
TOMTOM
© OpenStreetMap and other data providers
Not Charging
26°

Print a Route

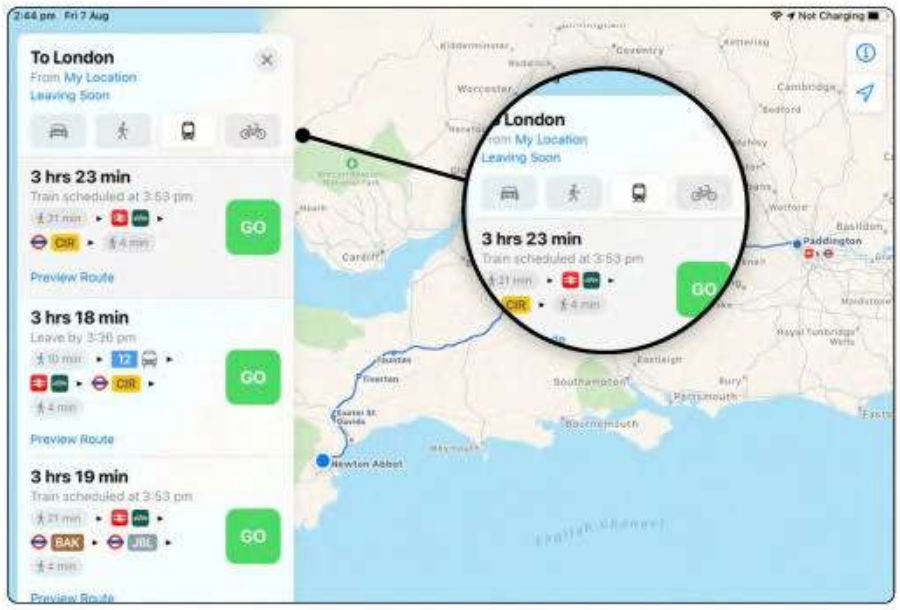


If you want to print a route, swipe up the bottom left box showing your destination and tap the Details button. Scroll these details all the way to the bottom and tap the Share link. From the popup, you can print your map.

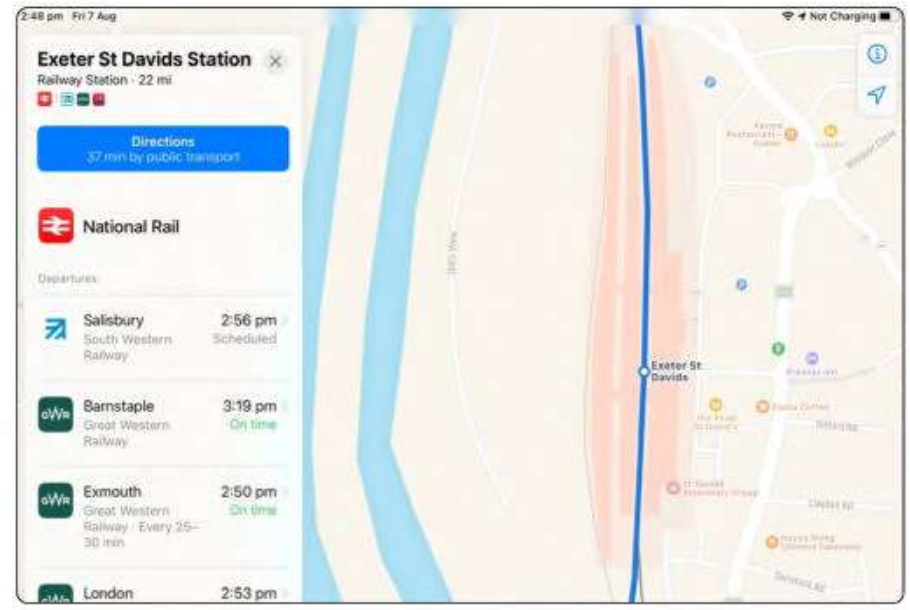
More Detail

Maps is getting better. Indoor areas of hundreds of airports and shopping centres around the world are mapped and with iPadOS, Apple is adding more detail to towns and cities, though not every location benefits from this yet.

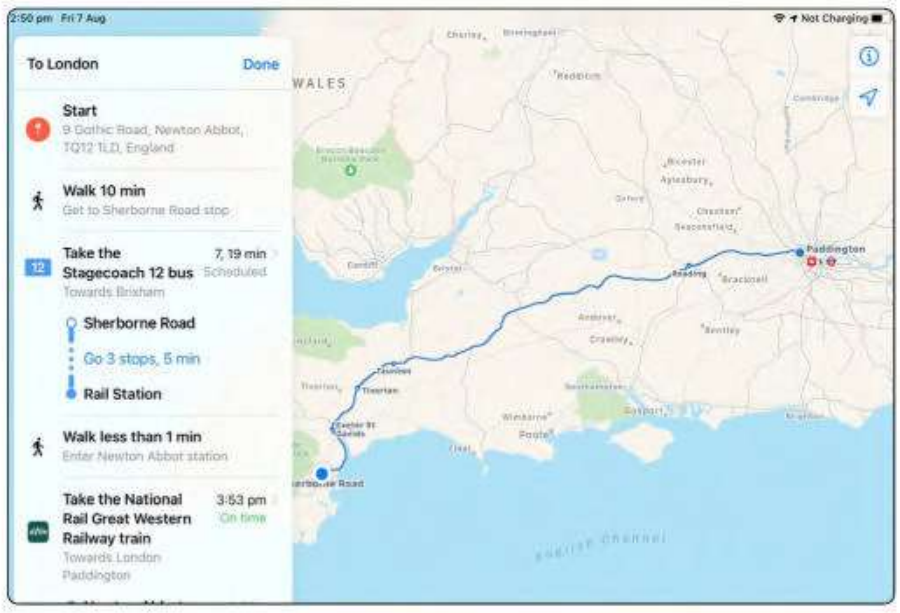
The Public Transport Feature



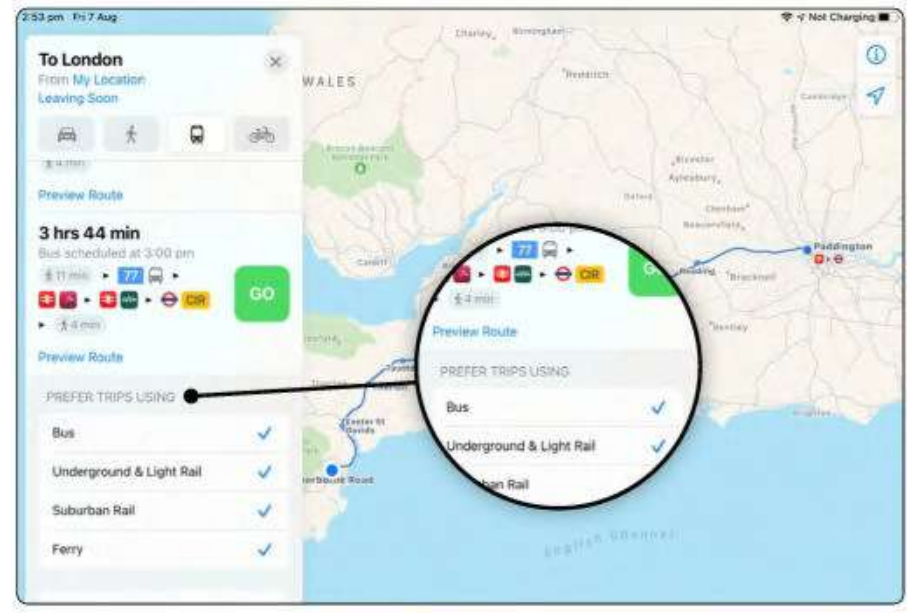
1 Find the directions to your chosen destination in the usual way. In the sidebar, under that destination, you see four icons, for Driving, Walking, Public Transport and Cycling. Tap the train for Public Transport routes.



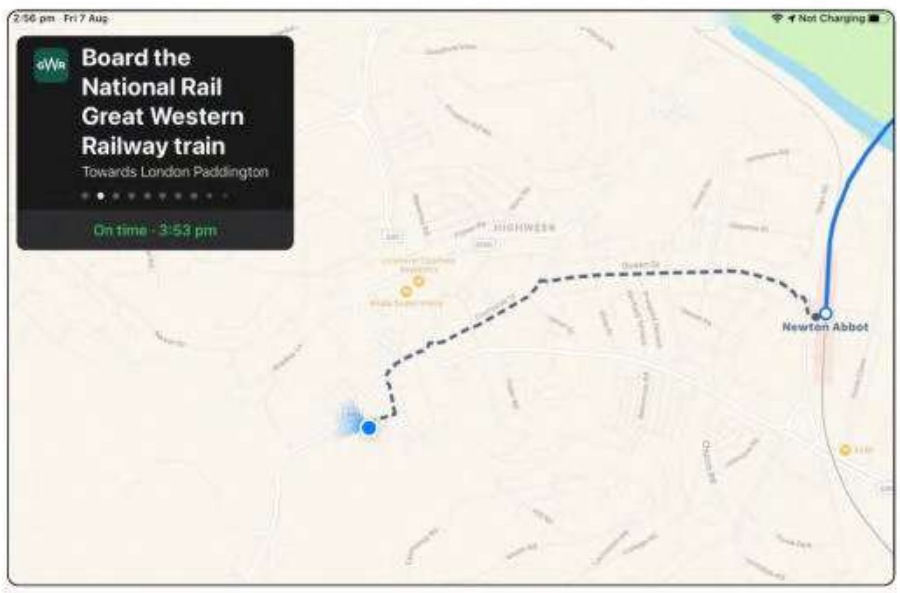
2 Tap on a train or subway station for a pop-up showing a list of forthcoming departures from that station. Tap on a service for more information. Transit and flight information is now updated in real time, so check back often.



3 Several public transport routes are offered, with methods of transport (bus, trains, ferry, etc.) shown. A route might include short walks between stops too. To get a more detailed view, tap the Preview Route link for that route.



4 Scroll the sidebar up to see the Prefer Trips Using options. Uncheck any modes of transport you'd rather not use. When you're done, scroll the window back down, choose a route and tap its Go button.

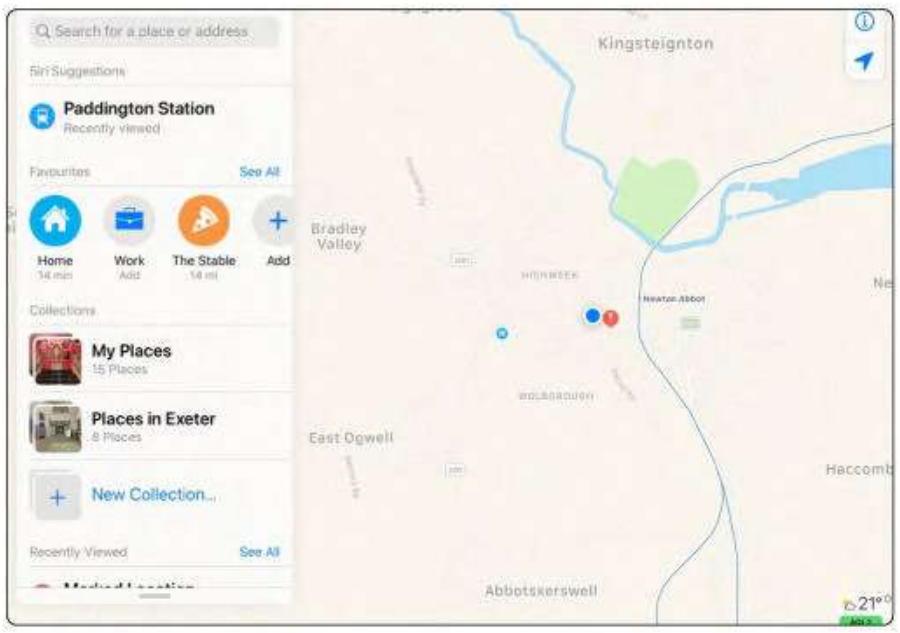


5 You're guided along your route just like you were in the earlier tutorial about Turn By Turn Navigation. You're instructed when to get on a train, where to go from the station when you get off, which bus to catch and more.

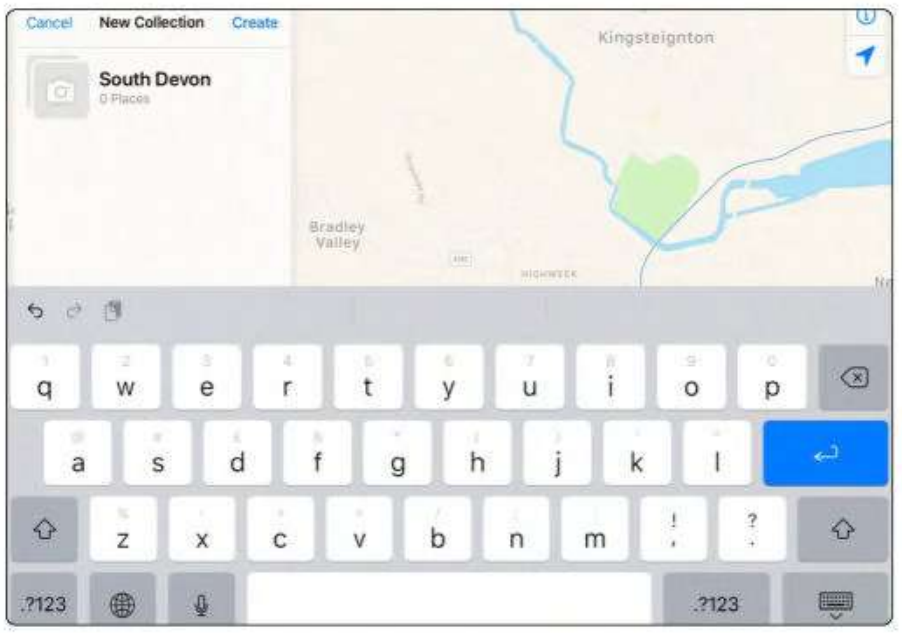
Transfer to the Jubilee Line
Southbound towards Stratford, West Ham or North Greenwich
Scheduled every 2 min
Baker Street
Baker Street

6 Buildings such as subway stations have been carefully surveyed, so Maps shows not only their location but also all the entrances and exits to that station. This has now been expanded to show maps of their indoor areas.

Using Collections

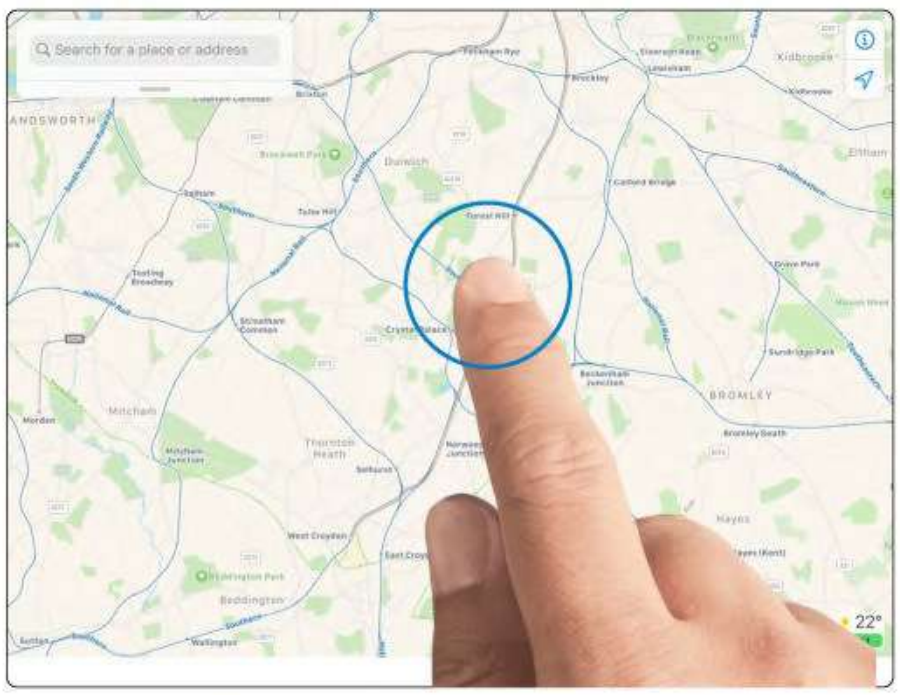


1 Swipe up the information panel as shown to see your Collections, groups of favourite places you've saved for later use. By default, you have a Collection called My Places, but you can tap New Collection to start a new one.

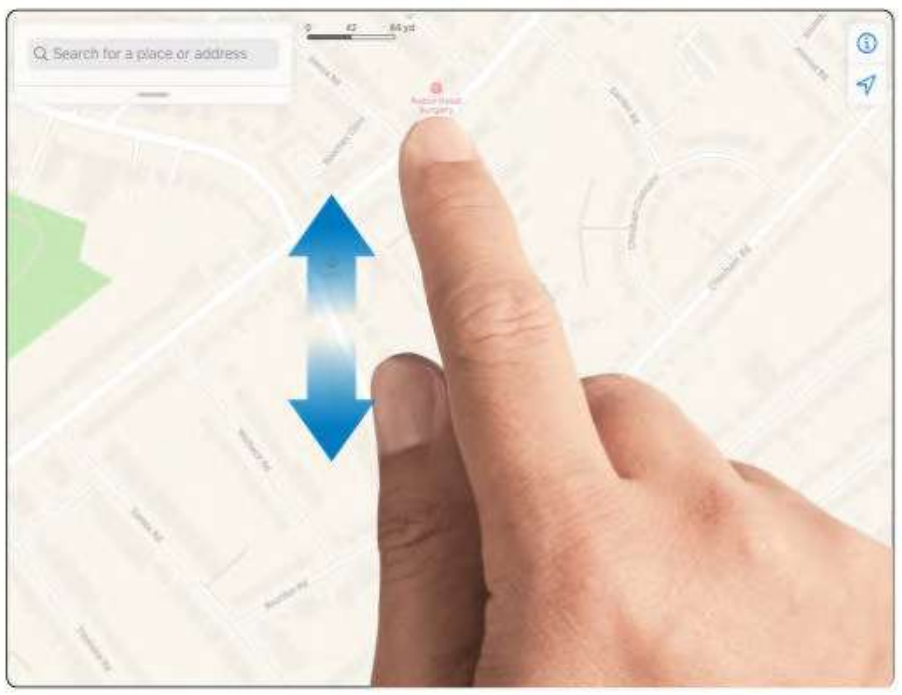


2 Type a name for your Collection, then tap Create. You can then search for, and add, as many locations as you like to that Collection. Tap the Share icon and you can share the entire Collection with someone else too.

One-handed Zoom



1 When using the Maps app, double-tap on the main part of the maps screen and as your finger touches the screen for the second time, hold it there.



2 Now move your finger up and down to zoom into and out of the map respectively. It's a great tip for using Maps when you only have one hand free.

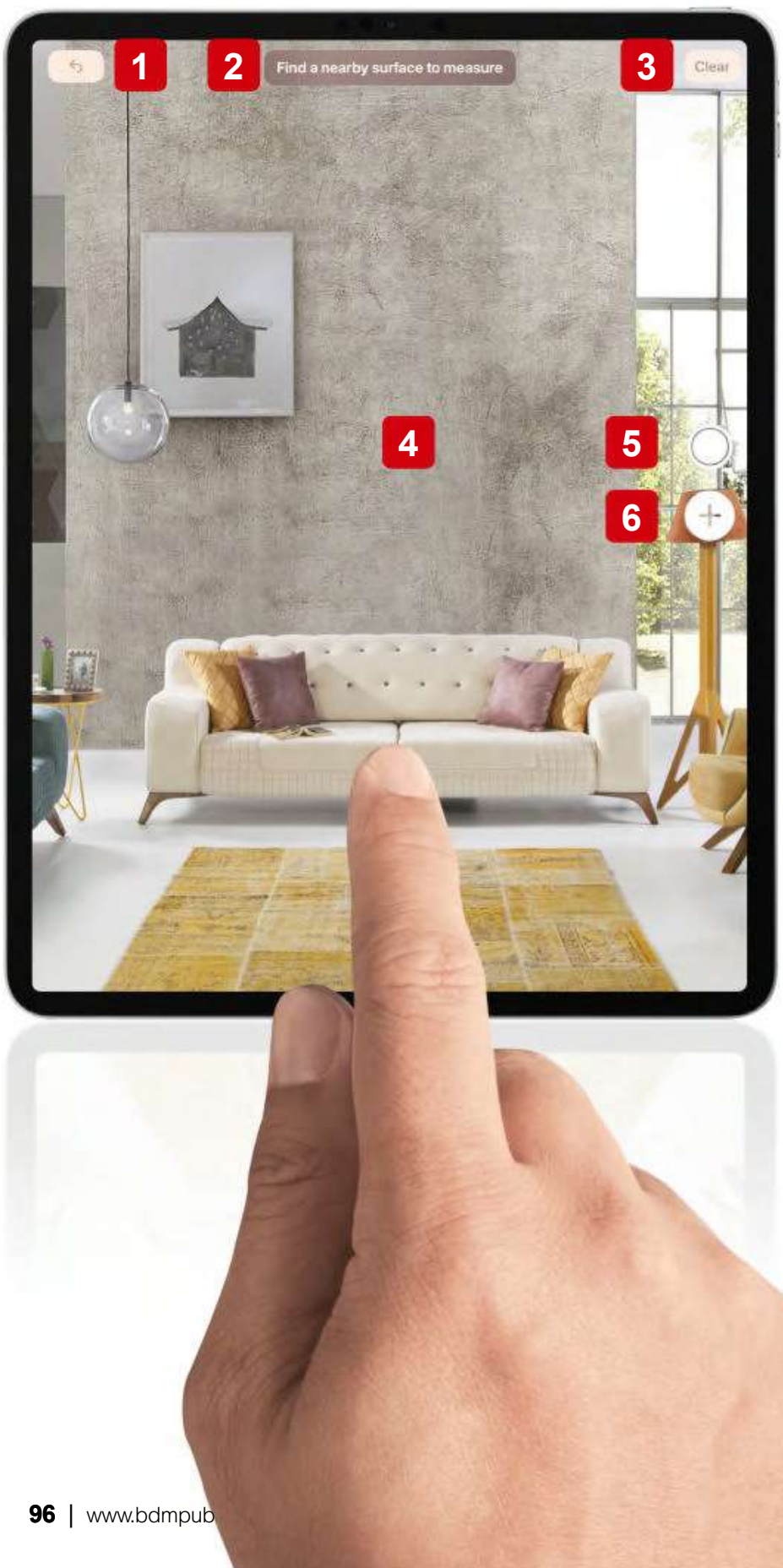
Cycling Directions: New in iPadOS 14.

Cyclists will be pleased to hear they're catered for in Maps. When planning a route, tap the bicycle button in the sidebar to be shown the most favourable directions to take when riding a bicycle. These routes take account of dedicated cycle paths, and also the elevation of the road, so you're not sent up a steep hill when there's a better route. Cycling Directions isn't yet available in many locations but more will be added over time.

Measure App
Virtual Dimensions

Augmented reality's usefulness is highlighted by Apple's Measure app. It does exactly what its name suggests; acting as a virtual tape measure to work out dimensions of items or the distance between them. Let's see what it can do.

Measure in Focus



1 The back arrow undoes the last command but doesn't clear all the points of a multi-point measurement.

2 Measure is designed to calculate the distance between fixed points such as the height of this church or width of the window.

3 The Clear button gets rid of all the current measurements so you can move on to the next one.

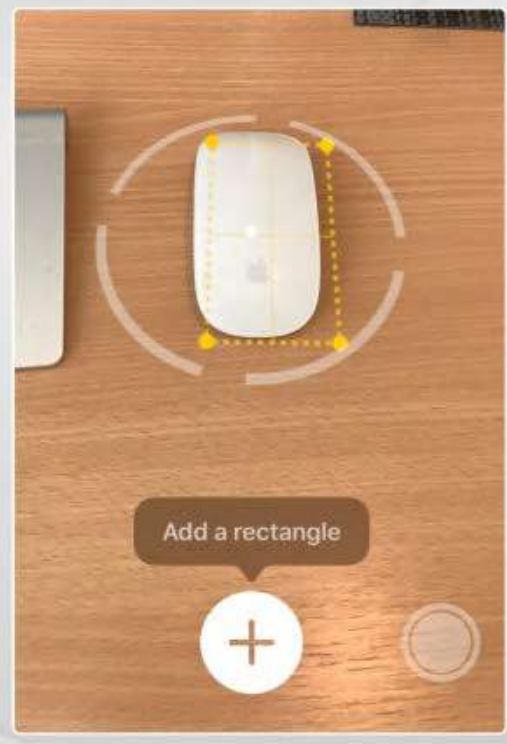
4 You will need to direct Measure to the object you'd like to measure by hovering over it.

5 The onscreen Shutter button is used to take a photo of what you've just measured for handy future reference.

6 The + button is used to specify the start and end points that Measure should use.

Measuring Regular Shapes.

No doubt some objects you measure will be square or oblong. Measure can automatically recognise some such regular shapes, particularly screens. When it does, a yellow mask appears in the rough vicinity of the shape it recognised, and an extra 'Add a rectangle' option appears beneath the + button. Tap this and then line up the iPad accurately to calculate the fixed area.



Make the Most of the Measure App

The Measure app is bundled with iPads but only those powerful enough to run it. Open the app and you're asked to move your iPad around so it can get a feel for the space you're in. When the virtual box disappears, it's ready to use.

Move your iPad towards the object you want to size up. When Measure recognises a straight line, a white circle with a dot appears. Move the iPad so the dot hovers at one end of what you're measuring, then tap the + button on the screen.

To add more endpoints to the item you're currently measuring, move your iPad to the next point, tap + again, and then move the iPad back to the last measured point and tap +. You should now have two linked lines, each with their lengths listed.

Measure's markers can shift as you manoeuvre your iPad to line up each point. If so, tap the back arrow to undo the last measurement or Clear to start again. You get a prompt to 'Move your iPad to resume' if you pause while using the app.

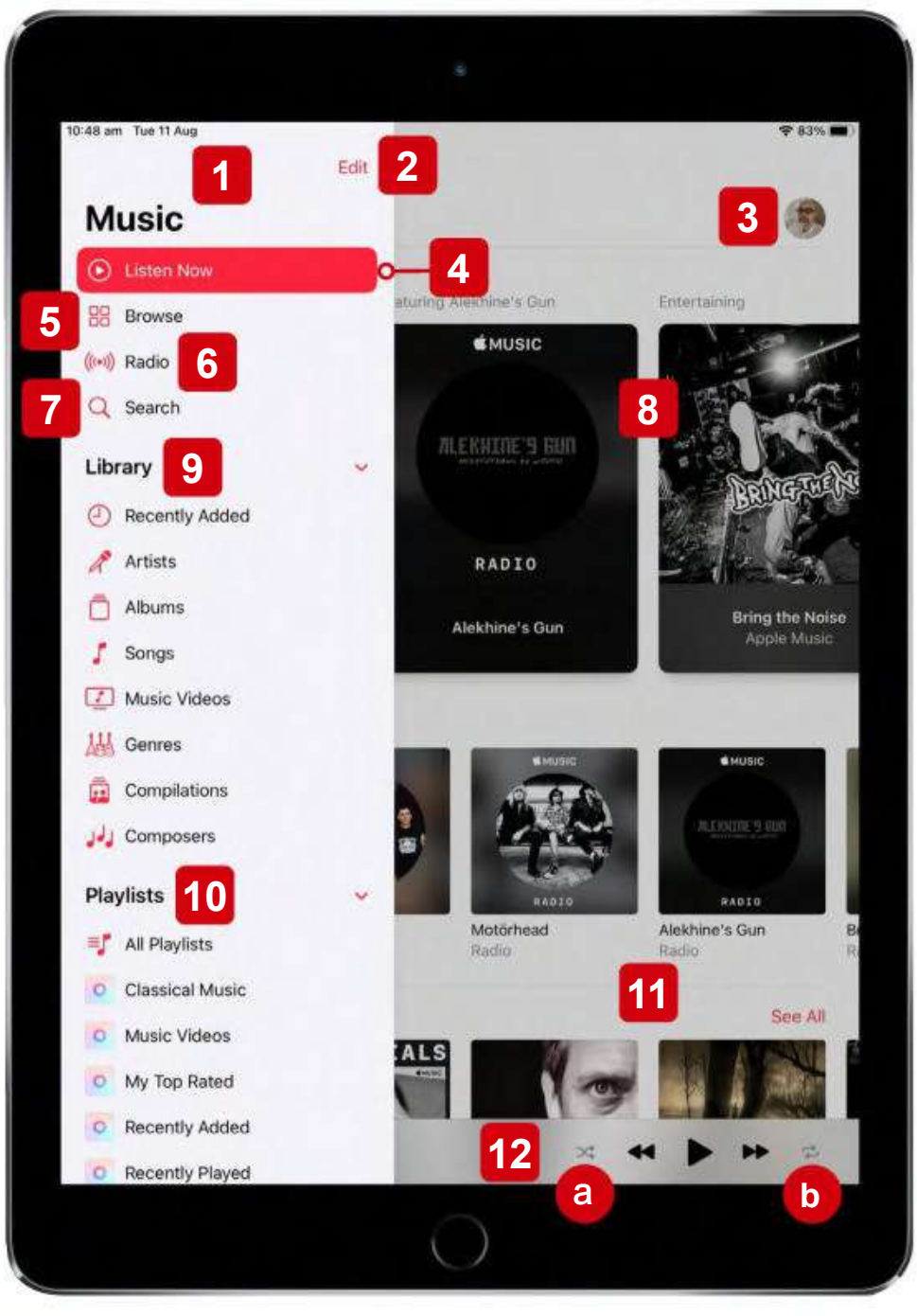
Measuring People's Height with an iPad.

If you're lucky enough to have an iPad Pro from 2020 or later, Apple has improved the Measure app using the LiDAR Scanner, and it can now automatically calculate a person's height. Object measurements are faster and more accurate thanks to automatic vertical and edge guides, plus there's a new Ruler View for more granular measurements.

Music App
Enjoy Your Sounds

The Music app is your gateway to the Apple Music service, from which you can stream from a library of over 60 million songs for a set monthly fee. You can listen to music bought from iTunes and ripped from your CDs too.

Music in Focus



1 To access the Music app's sidebar in portrait mode, swipe in from the side of the screen or tap the Music link (top left). In landscape mode, it's always there.

2 Tap the Edit link and you can hide, show and reorder options in the Library section of the sidebar.

3 Tap here for your account details. You can redeem an iTunes card, manage your Apple Music subscription and more.

4 Tap here for the Listen Now screen, the Apple Music service's front page. It offers albums, songs and playlists based on what you've listened to before.

5 The Browse section lets you find new music on the Apple Music service. It offers new releases, what's popular, genre-based options and more.

6 Tap here to access Apple Music's radio stations, including the Apple-exclusive Beats 1 station.

7 With search you can look for artists, albums and songs. It searches both your own music library and the Apple Music service and you can now search for a song using a snippet of lyrics too.

8 The first row on the Listen Now page is Top Picks; recommendations based on your previous listens.

9 Your music library contains tracks bought from iTunes, ripped from CDs or downloaded from the Apple Music service. Tap one of the options to see your tracks organised according to songs, artists, albums and more.

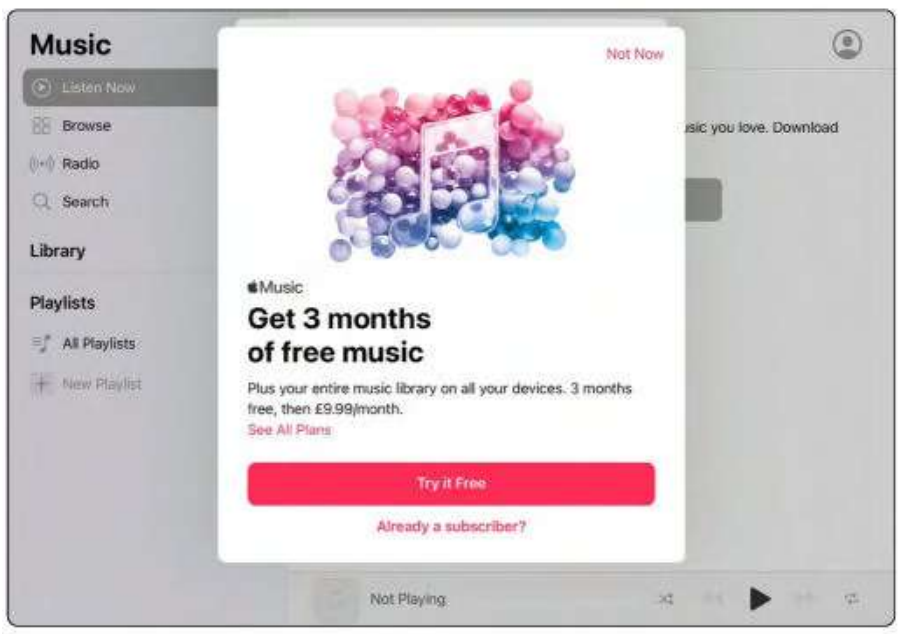
10 Your playlists. This section includes playlists you've made yourself, as well as smart playlists that group recently added music, top-rated tracks and more.

11 The rest of the Listen Now page offers radio stations based on your tastes, things you've recently played and more. Scroll up for further options.

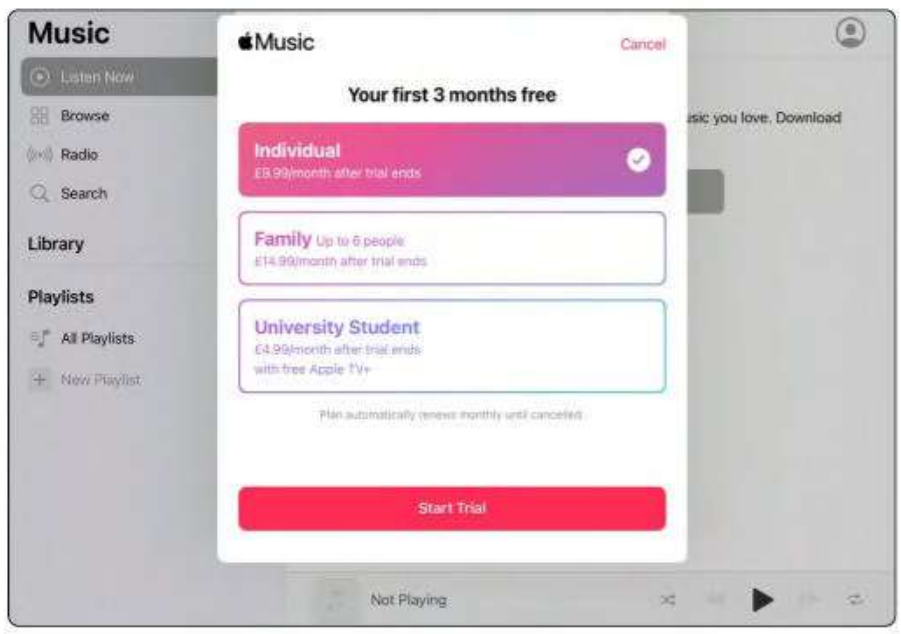
12 The Music app's Player shows what's currently playing (artist, track and cover art are under the sidebar here). Tap it for a full-screen player with lyrics or tap the controls to play, pause and skip tracks. Icon 'a' is Shuffle Tracks, and icon 'b' is Auto-Repeat.

On the Web.

Subscribers to Apple Music can stream their sounds to any computer or mobile device with a web browser. Just go to https://music.apple.com and sign in.

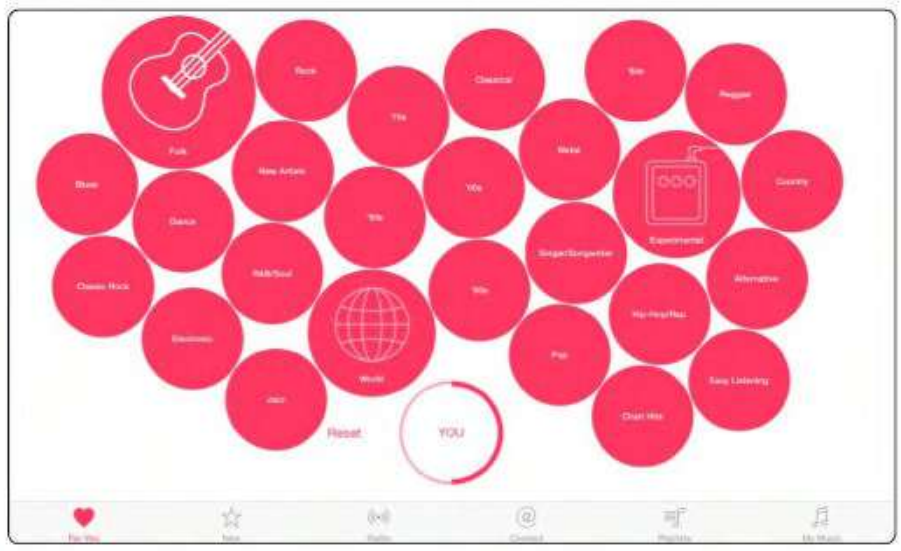


1 When you first open the iPad's Music app, you get an intro screen. Tap Continue and you're invited to join the Apple Music service. If you're already a member, tap the link at the foot of the screen to log in. Otherwise, tap the red button to begin the sign-up; or go to My Music to play what's already stored on your iPad.

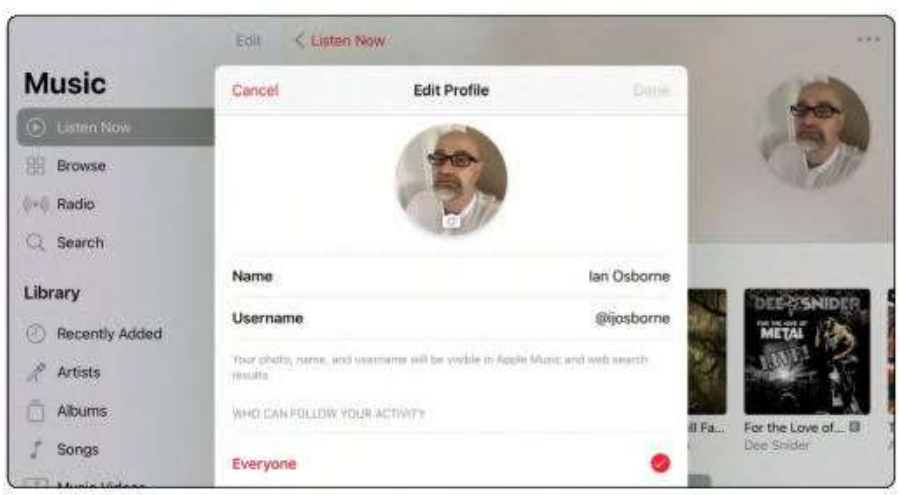


2 Alternatively, Tap See all plans to choose a plan. An individual membership is £9.99/$9.99/€9.99 or a family membership (up to six members) is £14.99/$14.99/€14.99. Family memberships use Apple's Family Sharing. Whichever membership option you choose, the first three months are free; after that, you're charged.

3 If you're not already signed into iTunes with your Apple ID, you must do so now. You then verify your payment details. It's easy enough, you just follow the on-screen instructions. Confirm your purchase as requested. When you're done, it's time to get started with the Apple Music service.



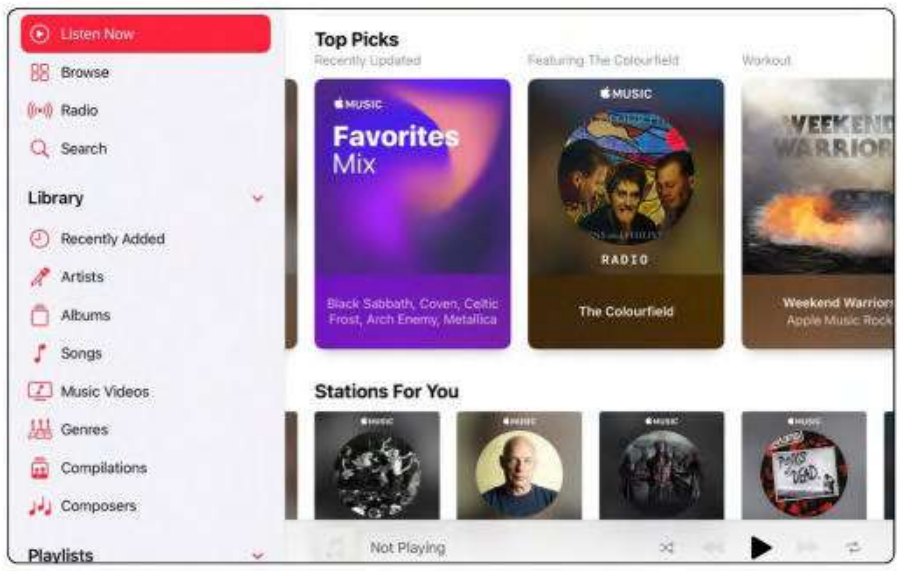
4 You then see this screen, where you can identify musical genres you like. Tap on the red dot representing your favourite types of music. Tap twice for genres you especially like. When you're done, click Next, and repeat the process for bands and artists as offered. When you're finished, tap Done.



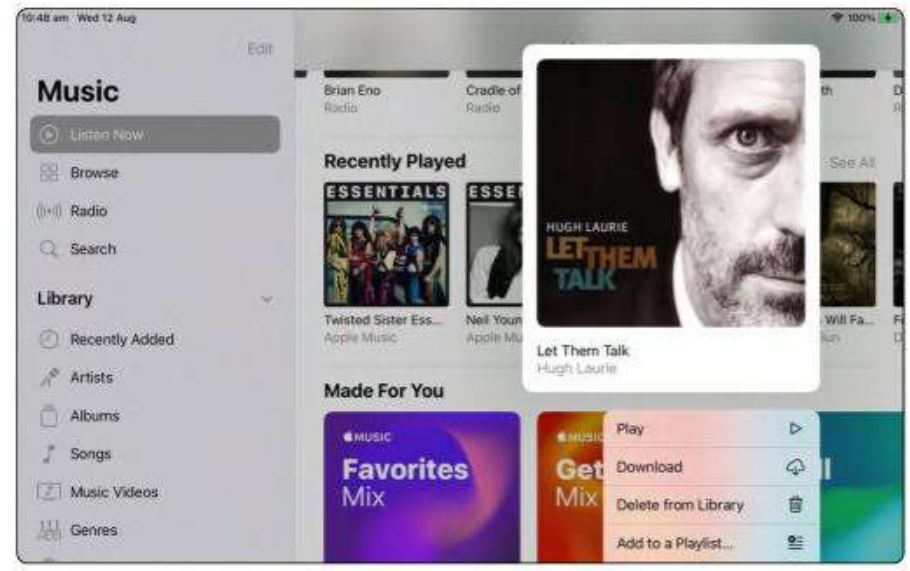
5 If you want to register a unique Apple Music nickname and/or add a photo to your account, tap the silhouette icon in the top right. Now tap on your own name at the top of the pop-up window and on the next screen, tap Edit. You can add a nickname and a photo here. When finished, tap Done which is found in the top right corner of the window.

6 To stop the recurring billing, so you won't be automatically charged at the end of every month, open Apple Music and tap the Account icon (top left) to get your account details. Tap Manage Subscription. You can then cancel your subscription or switch between family, monthly, and yearly deals.

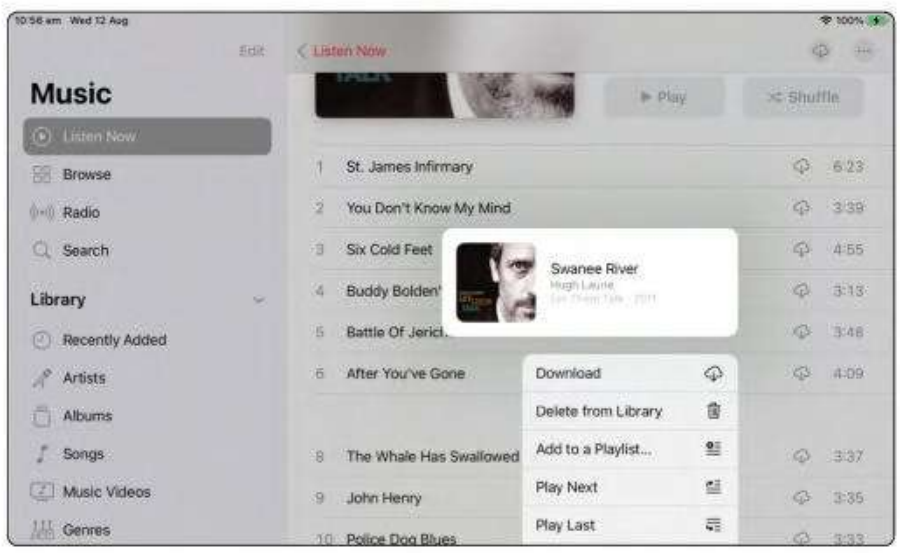
Getting Started with Apple Music



1 Tap the Listen Now sidebar icon, illustrated with a Play symbol, to get to a screen offering suggestions based on the choices you made while setting up. These suggestions are playlists and albums. Tap one, then choose a track or an album to play, to stream the music.

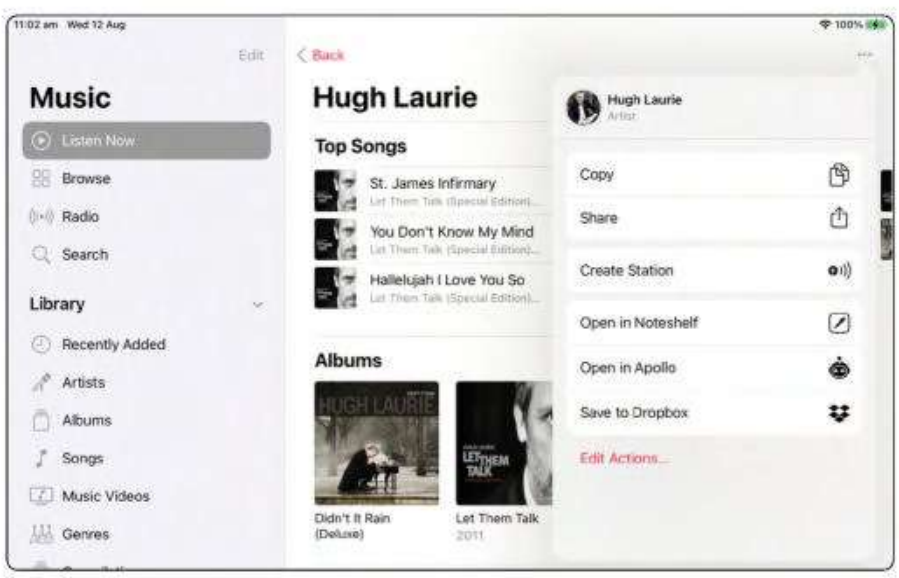


2 Scroll up and down the page for more categories of music the service thinks you might like; and left and right within a particular category for more options in that particular genre or sphere. Long press an album or playlist for a pop-up options window.

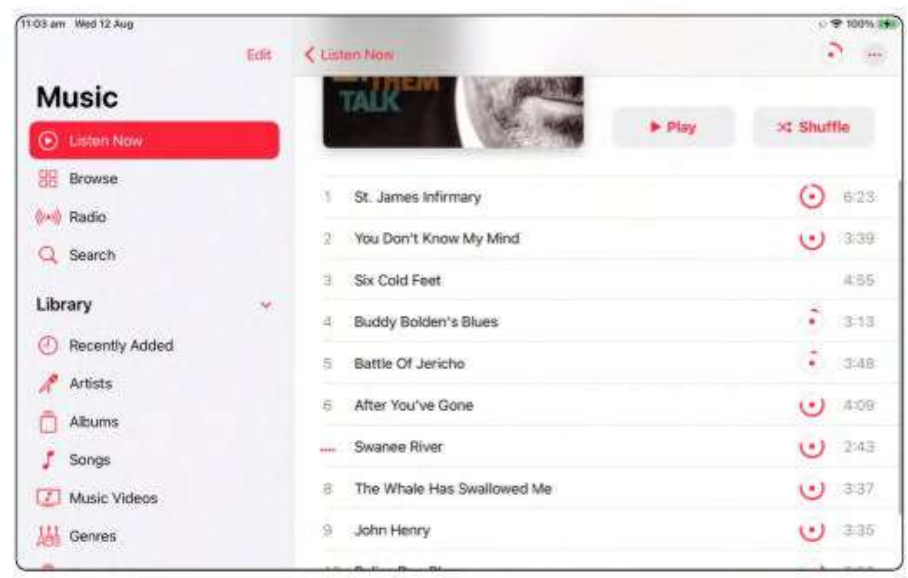


3 After choosing an album or a playlist, tap a track to play it. When it's finished, the next track plays, in the order shown on the list. Use Shuffle to play them in a random order. Long press a track and then tap the Love option to identify it as one of your favourites.

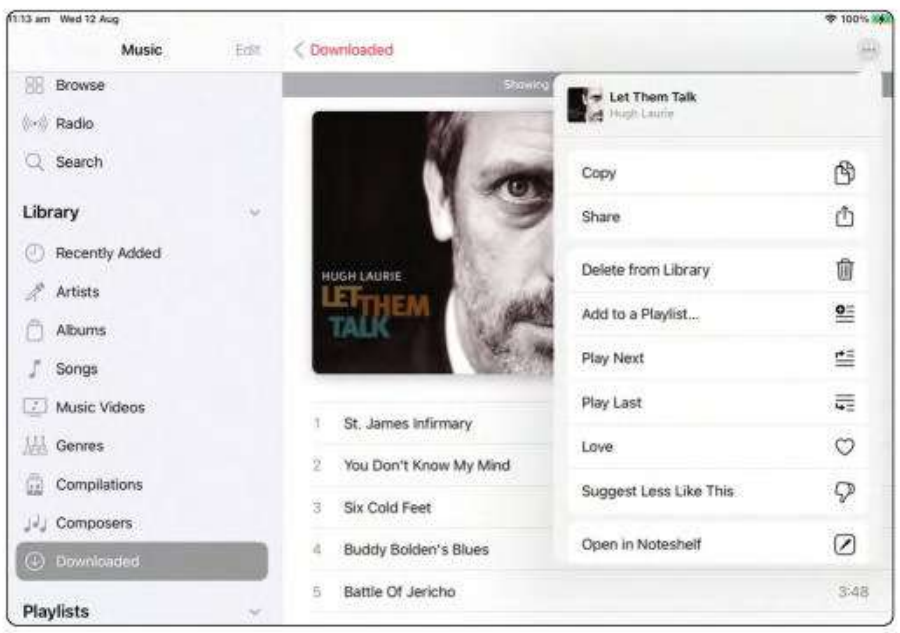
4 The Share button is found by tapping the three-dots icon found in the top-right corner. With it you can share a link by AirDrop, Message Mail and more; and various third-party apps such as Twitter, Facebook, FB Messenger if you have them installed.



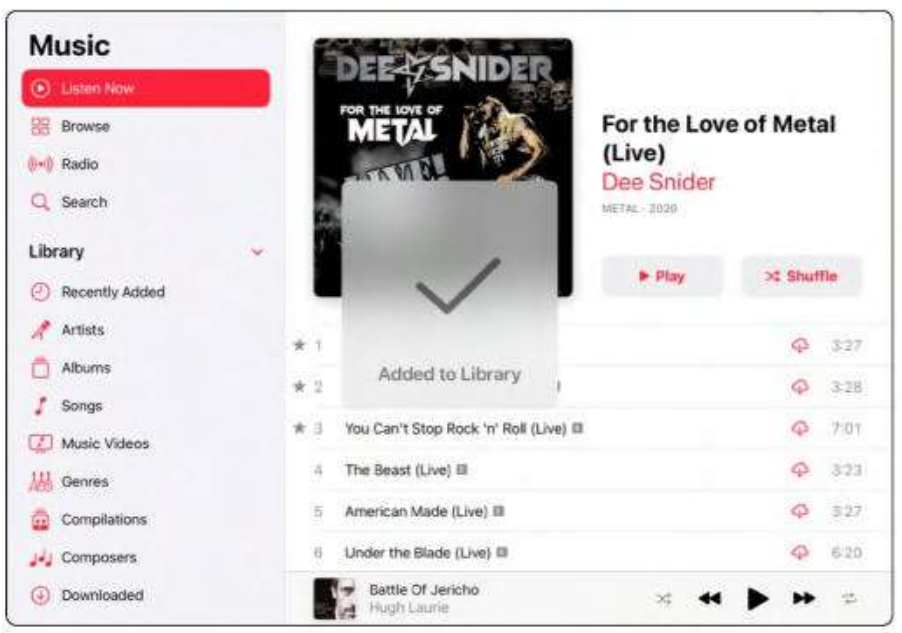
5 Tap on the name of an artist to get to their home page. Use the Three-dots icon on this page to get to this pop-up window. From here, you can copy the link to the artist's Apple Music page, create a station based on their music and share that artist via the usual options.



6 To download music for offline listening, tap a cloud symbol to download an individual track or tap the three-dots icon, then Add to Library for the whole album. Downloaded music is found in your Library. Cancelling your Apple Music subscription will remove this music.

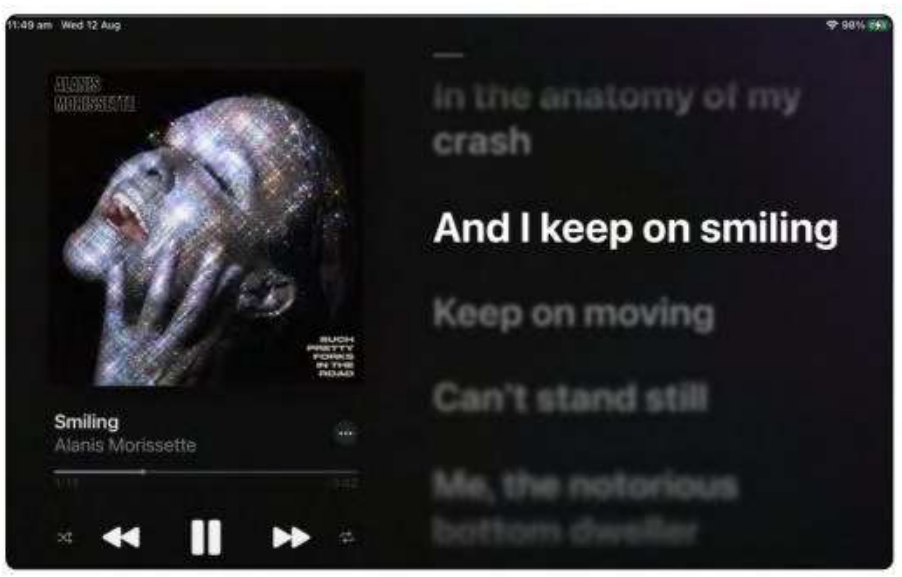


7 To remove downloaded music, in the Library section tap Downloaded. Navigate to the album or track in question, open it, and then tap the three-dots icon. Near the top of the list in the pop-up window, find the Delete from Library link. Tap it and the songs are deleted from your iPad.



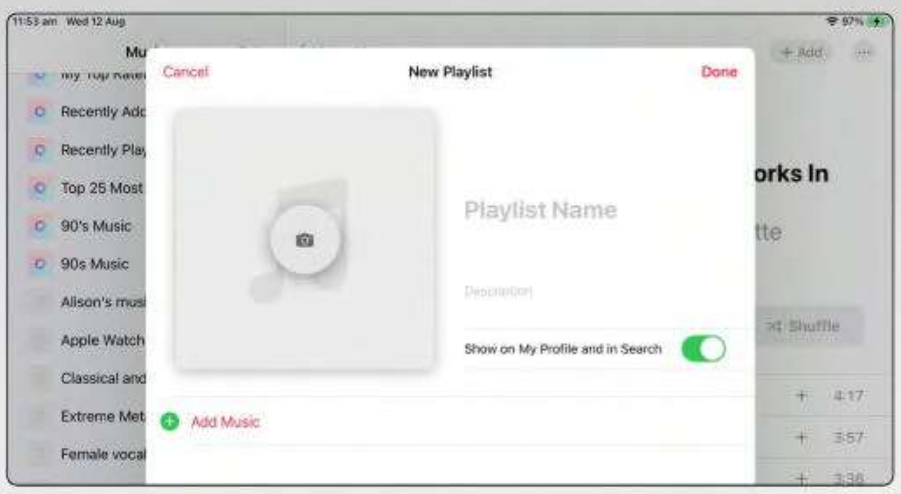
8 To add an album to your library without downloading it, tap the '+ Add' icon in the top-right corner of the album's page. A big tick confirms it's been added to your library, from where it can be played. When you've done this, you can download tracks and albums by tapping their cloud icons.

9 The mini-player sits at the foot of the screen. Tap it to open this full-sized play screen. You can play, pause or skip tracks here. There are also shuffle and repeat icons. Tap the three lines (bottom right) for a list of what's playing next. Swipe down to close the Playing screen.



10 The Play screen also has a volume slider, a slider that lets you scrub forwards and backwards through the track and a lyrics button. Where available, by tapping the speech bubble icon you can show/hide the song's lyrics. Sometimes they're synced to the song as it plays or just listed.

New in iPadOS.

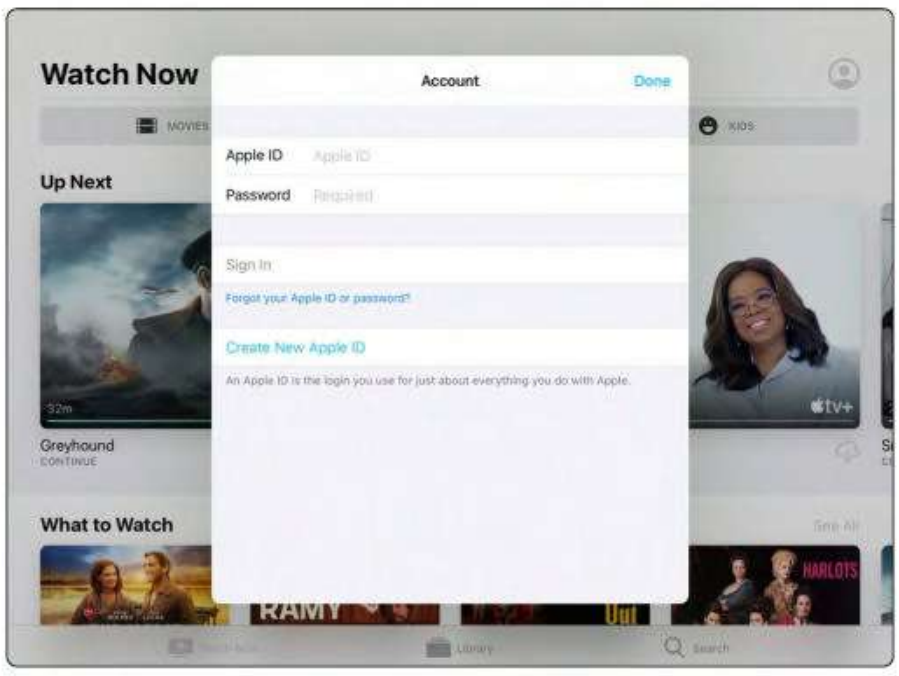


1 To create a playlist, in the sidebar scroll down to Playlists. Tap New Playlist (bottom of list), then add a title and description. Add a picture by tapping the Camera icon. You can add songs from your library by tapping the Add Songs link. Use the plus sign next to tracks to add.

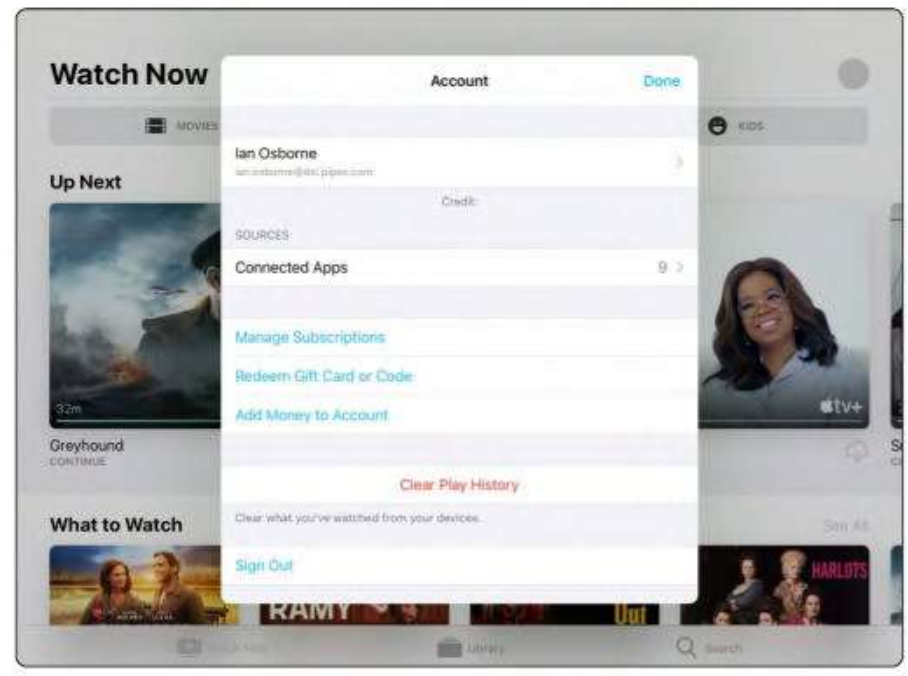
2 To change how you listen to your music, open the Control Centre and tap and hold the audio controls. Tap the icon in the top-right of the next window (alternatively, tap this icon on the Player screen). Choose between your iPad's speakers, headphones or speakers.

TV App
Television On the Go

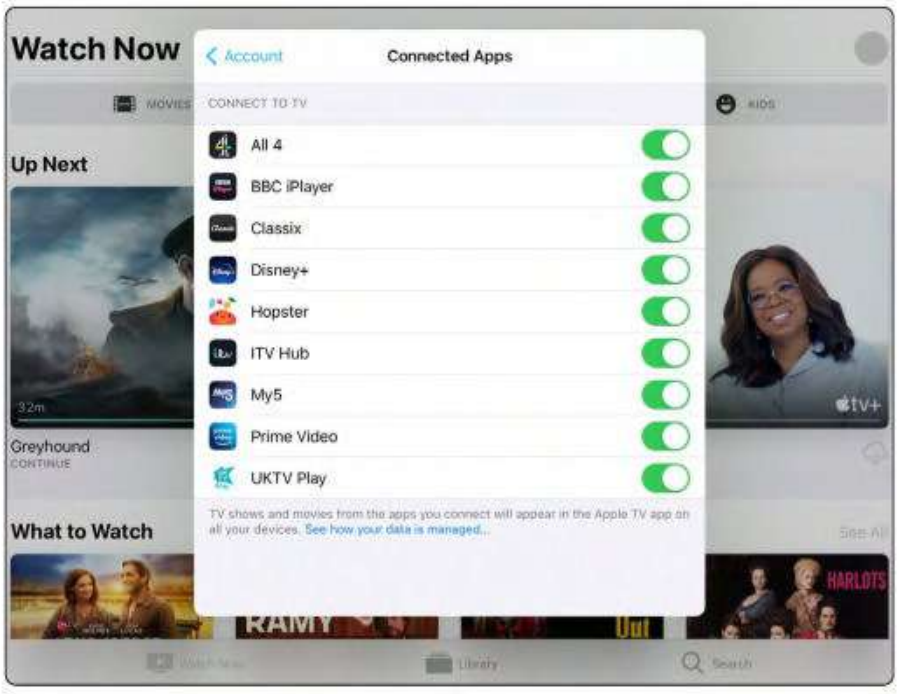
The TV app is a convenient way to watch your favourite television on your iPad. You can use it to stream on-demand shows and watch live TV; and if you subscribe to Apple's TV+ service, you can watch that too.



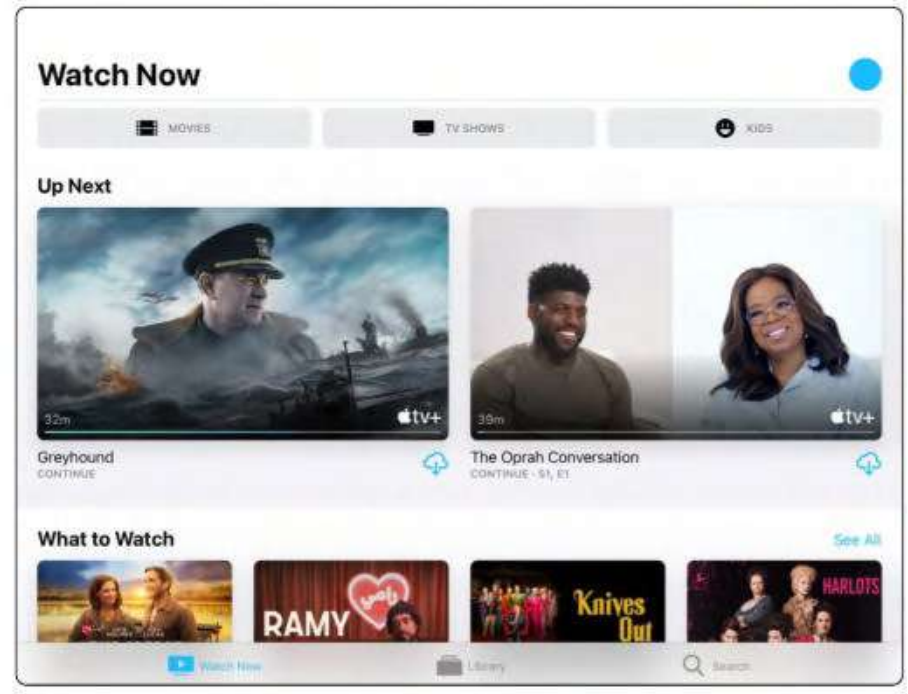
1 On the TV app, tap the icon, in the top right corner of the screen, to sign into your Apple account. Enter your Apple ID and Password in the fields provided and then tap the Sign In link below them. If you haven't yet got an Apple ID, set one up now.



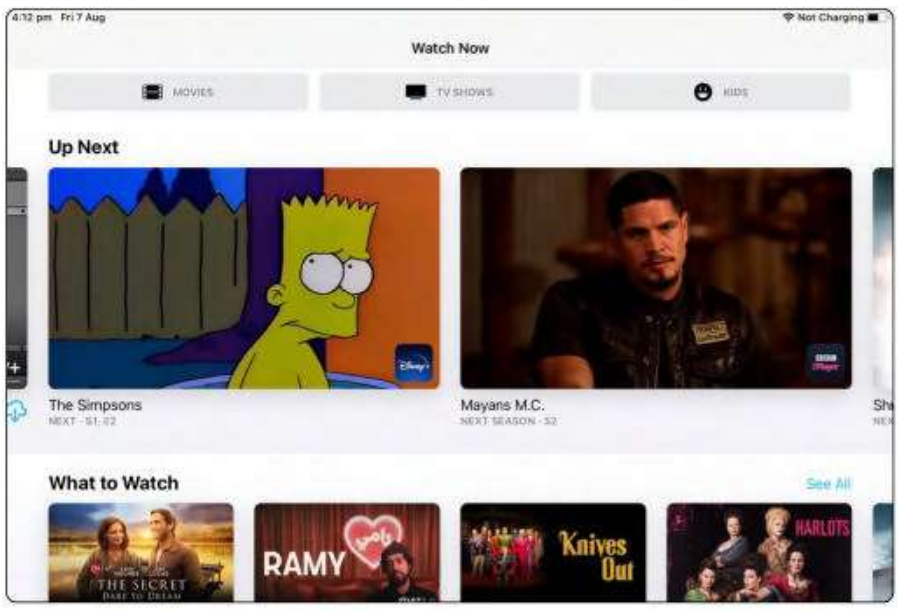
2 When signed in, tap the top right icon to obtain this window, from where you can manage: your account (tap your name), services to which you've subscribed, or add funds or gift cards to your Apple account (to spend on apps and media).



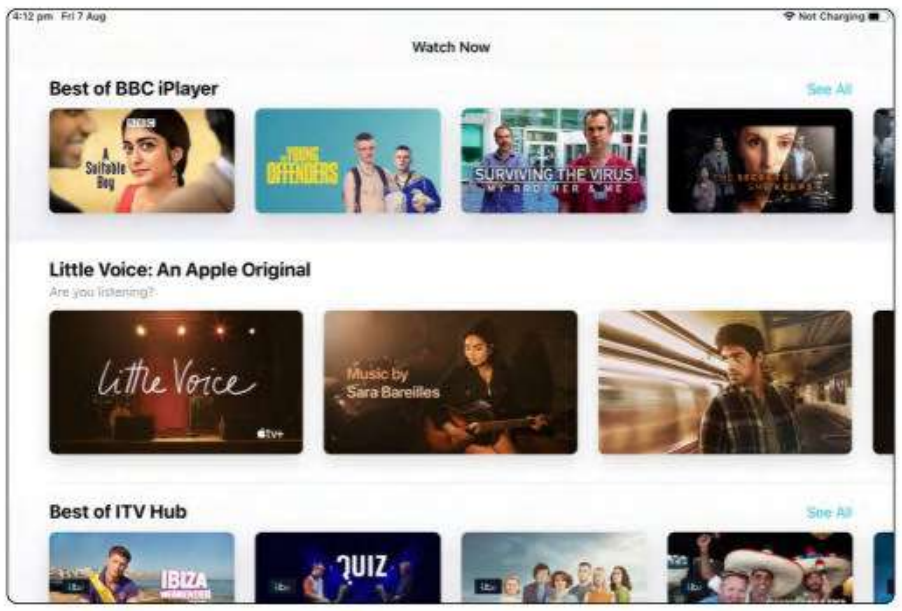
3 Tapping Connected Apps (in the window in Step 2) shows the TV and catchup apps you've downloaded from the App Store, and consequently are linked to your TV app. Tap the switch to unlink apps and stop the content appearing in your TV app.



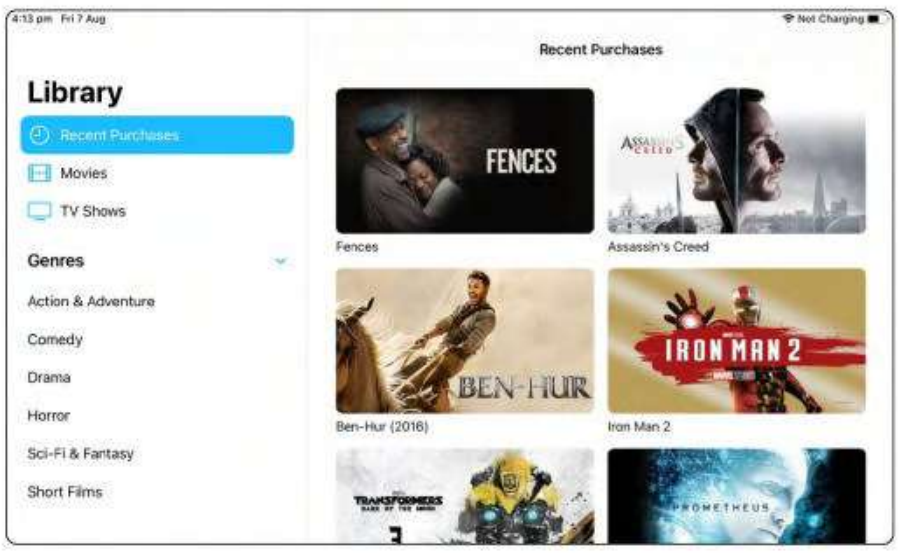
4 Tap Accounts, in the top left corner of Step 3's window, to go back to the window shown in Step 2. Then, to get to here, tap Done in the top right corner. This is Watch Now, the TV app's main page. Use the tabs at the top to focus on Films, TV, or Kids shows.



5 Shows are arranged in rows, on the Watch Now screen. Scroll them left and right for more. Up Next, offers programmes and series you're part-way through watching, plus content you've recently bought. What to Watch, offers suggestions based on past viewings.



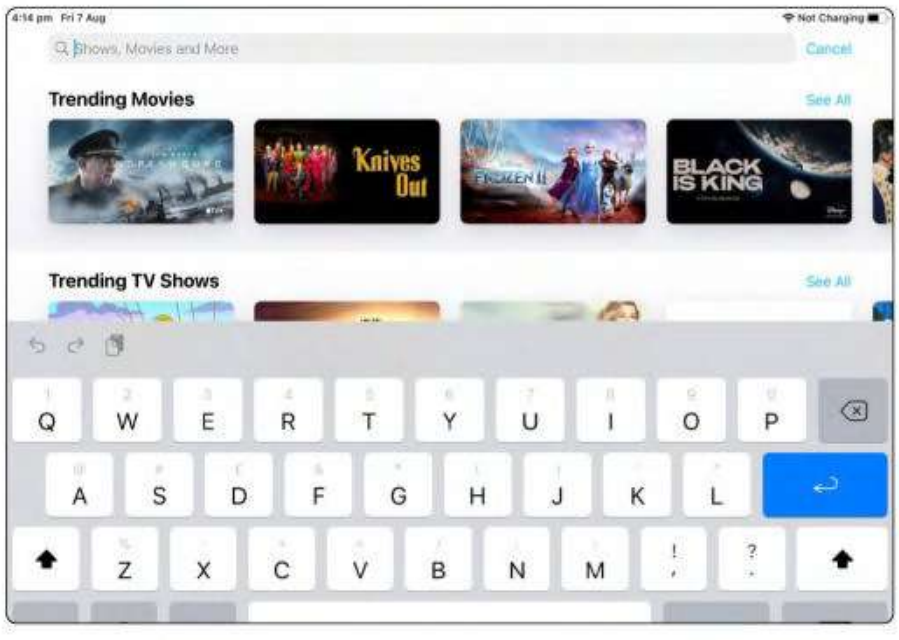
6 Scroll the Watch Now page further up, for content deemed the best of the apps you have linked to your TV app. You can watch them here, instead of closing TV and opening the app in question. Scroll up still further for more suggestions, arranged in categories.



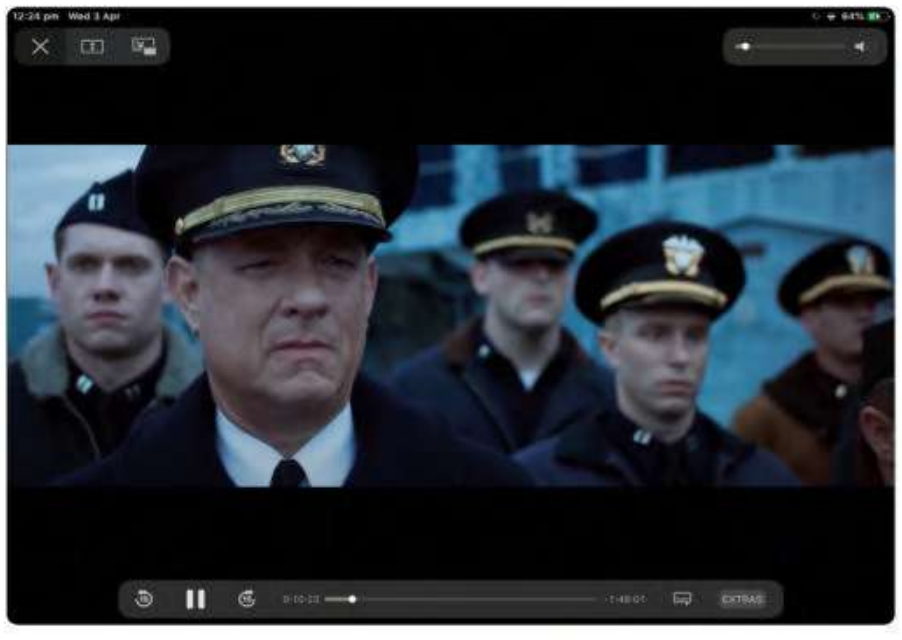
7 Tap Library, at the foot of the screen, to see shows you've bought and/or downloaded. You can restrict this page to display content according to its genre, when it was bought, or just TV shows or films. Tap a show, or movie, to watch it on your iPad.

Watch Now
ADD
BURDEN
Buy £9.99
Rent £4.49
Drama · 2020 · 1 hr 57 min
From Oscar-nominated filmmaker Robbie Brenner ('Dallas Buyers Club'), Burden is the shocking, thought-provoking and moving true story of disavowed South Carolina Klansman Mike Burden. When a museum celebrating the Ku Klux Klan opens in a small South Carolina town, the idealistic Reverend Kennedy (Academy Award® winner Forest Whitaker) resolves to do everything in his power t... more
Starring Garrett Hedlund, Forest Whitaker, Andrea Riseborough
Director Andrew Heckler

8 You can buy or rent a show or movie you don't yet own, directly from the TV app. Just tap its icon and then choose whether to buy or rent, paying from your Apple ID account. Scroll up for more information, including trailers you can watch for free.



9 Naturally, you can use the Search feature, found in the bottom right corner, to look for content you own, or that's available to buy/rent. Just type a search term. Possible results are offered as you go, so you'll soon find what you need.

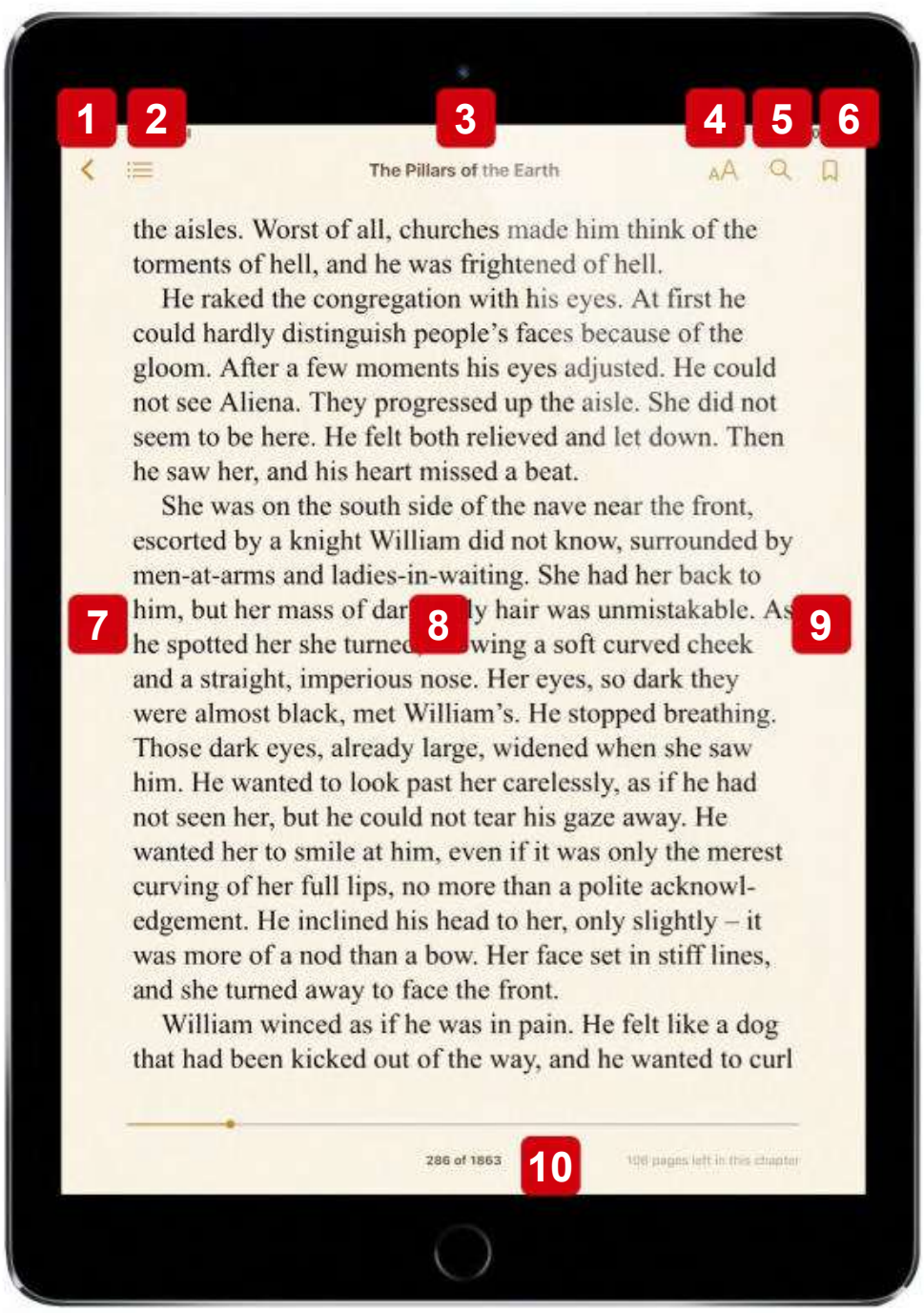


10 When watching a show or movie, tap the screen to bring up the controls. Top right icons: X closes the video, the middle one toggles full screen option and right one shows video in a floating window. The speech bubble at the bottom opens the subtitles.

Books App
For All Your eBooks

With the Books app, you can turn your iPad into a powerful and feature-rich eBook reader. You can purchase and download books, read them on your iPad and add PDFs, so you can read your documents in the app too.

Books in Focus


1
2
3
4
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6
The Pillars of the Earth
the aisles. Worst of all, churches made him think of the torments of hell, and he was frightened of hell.
He raked the congregation with his eyes. At first he could hardly distinguish people's faces because of the gloom. After a few moments his eyes adjusted. He could not see Aliena. They progressed up the aisle. She did not seem to be here. He felt both relieved and let down. Then he saw her, and his heart missed a beat.
She was on the south side of the nave near the front, escorted by a knight William did not know, surrounded by men-at-arms and ladies-in-waiting. She had her back to him, but her mass of dar ly hair was unmistakable. As he spotted her she turned wing a soft curved cheek and a straight, imperious nose. Her eyes, so dark they were almost black, met William's. He stopped breathing. Those dark eyes, already large, widened when she saw him. He wanted to look past her carelessly, as if he had not seen her, but he could not tear his gaze away. He wanted her to smile at him, even if it was only the merest curving of her full lips, no more than a polite acknowl-edgement. He inclined his head to her, only slightly – it was more of a nod than a bow. Her face set in stiff lines, and she turned away to face the front.
William winced as if he was in pain. He felt like a dog that had been kicked out of the way, and he wanted to curl
7
8
9
286 of 1863
10

1 Tap the chevron here to close the currently open book and go back to your book collection.

2 This icon gives you access to the book's contents and also any bookmarks and notes you made whilst reading it.

3 The title of the book you're currently reading.

4 Tap here for a pop-up window that lets you enlarge or reduce the font size, change the font, adjust the screen brightness, change the colour of the page, set the text to scroll up and down rather than turn like the pages of a physical book and switch off and on the automatic Night Theme.

5 Tap here to search for a word, phrase or even a page number in the currently open book.

6 Tap here to place or remove a bookmark. The book remains open at the last page you read when you close the app, so there's no need to use bookmarks for this purpose.

7 Tap the left side of the screen to go back to the previous page.

8 Tap the middle part of the screen to show or hide the Books app's on-screen controls. Reading your book might prove more comfortable with them hidden.

9 Tap the right side of the screen to go forward to the next page.

10 This scroll bar lets you scroll through the book. Information shown is the current page you're on, along with how many pages are in the book and how far you have to go until the end of the chapter.

Thumbnail Scrolling.

Some, but not all, books show you thumbnails of the pages as you scroll through them. This can prove very useful if you're looking for a specific page in a picture book. Books with only text tend not to show these thumbnails.

white on the blue lights of the hovering drone and the
creen above the alien's head. When done, set the
d Mode to Linear Light.
34
Next, go to Image > Adjustments > Hue/Satu
to call up the Hue/Saturation dialog panel. Ch
button, then make Hue 190, Saturation 30 and Light
you a blue glow. Click OK to proceed.
83 of 160

Buying and Reading Books.

You can buy your digital books directly through the Books app and download them to your iPad. When they are there, you can browse your library, read your books and delete those you've finished to save space.

To buy digital books, open the Books app and tap Book Store at the foot of the screen to see titles listed under categories such as Staff Picks, recommendations For You, New & Trending and more. Tap the Browse icon (top left) for a sidebar which also lets you look at specific genres. Search for authors and titles using the search field. To buy a book, tap on it, then the price, then Buy Book. Tap Sample for a free taster. Sign in with your Apple ID if requested.

Tap Library at the foot of the screen to go to your library. Open a book by tapping on it. Tap on Collections at the top for a sidebar that lets you filter your library. Tap the icon in the top right to switch between list and cover view. To remove books, tap Edit (top right), tap a book or books, then tap Delete. Books you bought but don't have on your iPad are marked by a cloud icon. Tap it to download the book again; you won't pay twice.

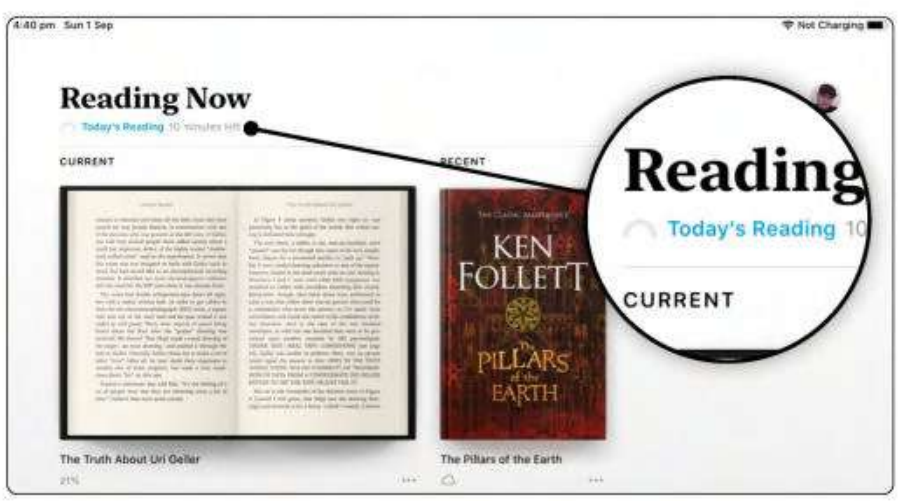
Adding PDFs

You can add PDFs to your iPad and read them in Books. Email it to yourself as an attachment, open the email and tap the PDF. Tap the Share icon in the bottom left corner and in the Share window, tap Copy to Books. On a Mac, you can add them by opening Books, going to File > Add to Library and navigating to the document. It can then be opened on any device using the same Apple ID.

Having a Book Read to You

Have your books read to you using a feature called VoiceOver. Go to Settings > Accessibility > VoiceOver and switch VoiceOver on. Go back to Accessibility (tap once to highlight, then double-tap to go back) and tap Accessibility Shortcut. Select the VoiceOver option, which can then be switched on or off by triple-pressing the Home button. Not every book is VoiceOver compatible.

Reading Goals



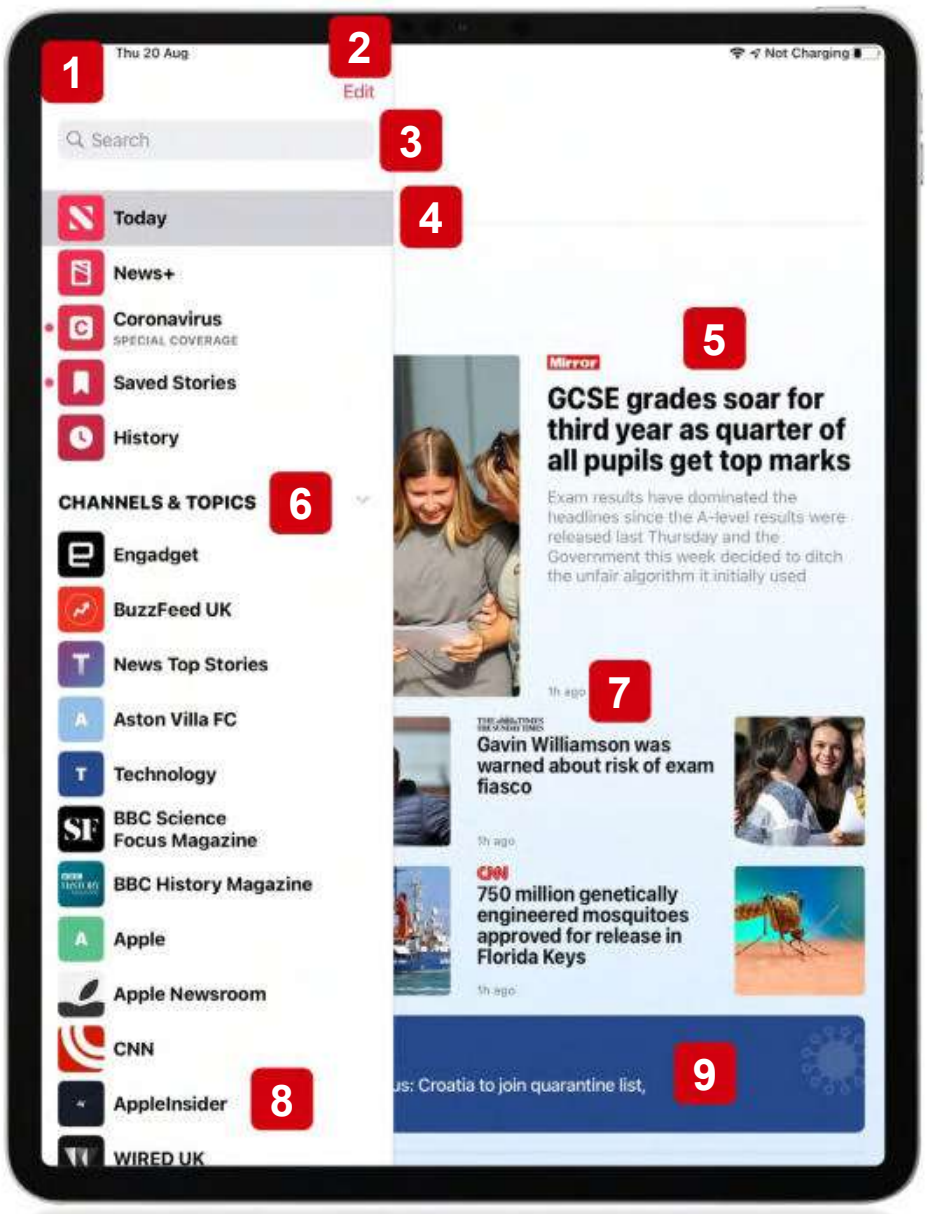
1 To set a reading goal, open the Books app and tap the Reading Now icon at the bottom of the screen. At the top of the screen is a link marked 'Today's Reading'. Tap it for information on your current reading habits.

2 Tap the timer, then tap Adjust Goal and you can set a longer or shorter daily goal. Tap the Share button to share your reading goals with others. Of course, only books read in the Books app count towards your goals.

News App
Stories and Features

If you regularly trawl the web for news and features on subjects that interest you, the News app should be a welcome addition. It gathers stories from numerous sources into one place making them easier for you to find.

News in Focus



1 Open this sidebar by tapping the icon in the top left corner of the screen. Close it by tapping the news stories on the right.

2 Tap here to edit your sidebar, moving and deleting entries.

3 Tap here to search for news items and features. This is useful if there's something in the news you want to read about and want to find a variety of sources that are talking about it.

4 Today takes you to today's top stories (the main page). These stories are chosen by Apple's in-house team of news editors, making this the News app's front page.

5 News stories are summarised on the front page. To read one in its entirety, tap it. When in a news story, to get back to the previous screen, tap the chevron in the top left corner.

6 This part of the sidebar shows you the news sources you're currently following. A dot before the icon indicates new stories have been added since you last looked.

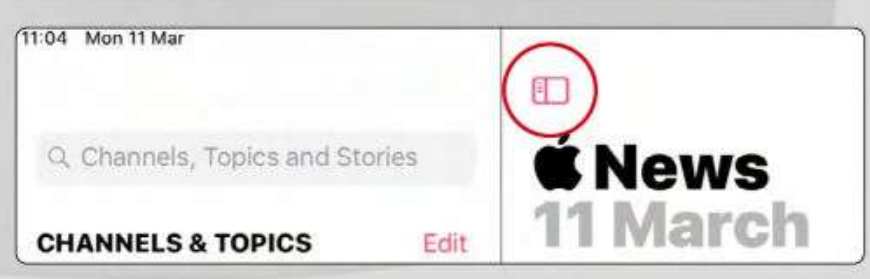
7 Each news story has a time showing when it was uploaded. As you'd expect, the newer the item, the higher on the page it is.

8 Scroll the sidebar upwards for more suggestions of news subjects, bookmarks, reading history and more. Tap the main part of the News screen to close the sidebar again. When using the News app in Landscape mode, that is, holding your iPad horizontally, the sidebar is a permanent fixture.

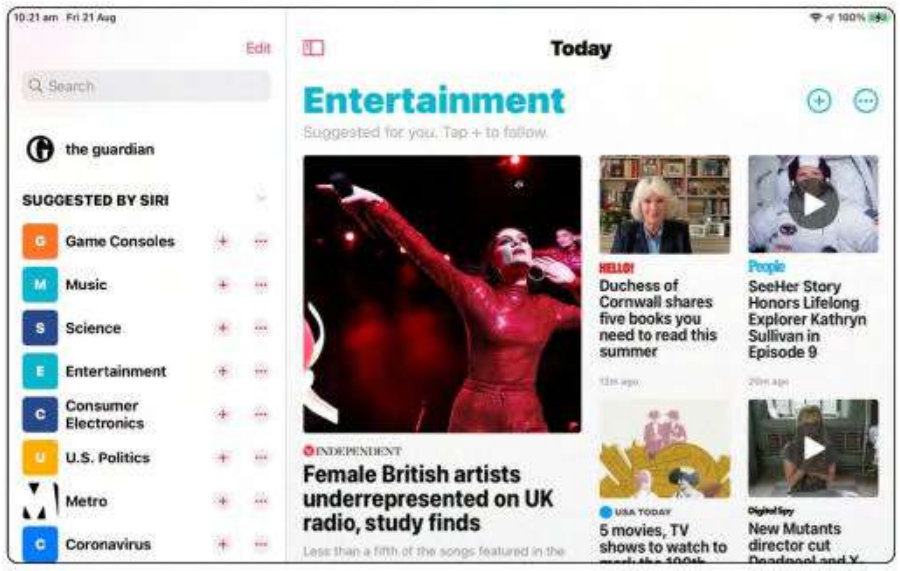
9 Scroll up for links to more top stories or scroll further for more categories of news, such as: More For You (news based on your chosen topics), Trending Stories (tales deemed popular), Top Videos and more.

Closing the Sidebar.

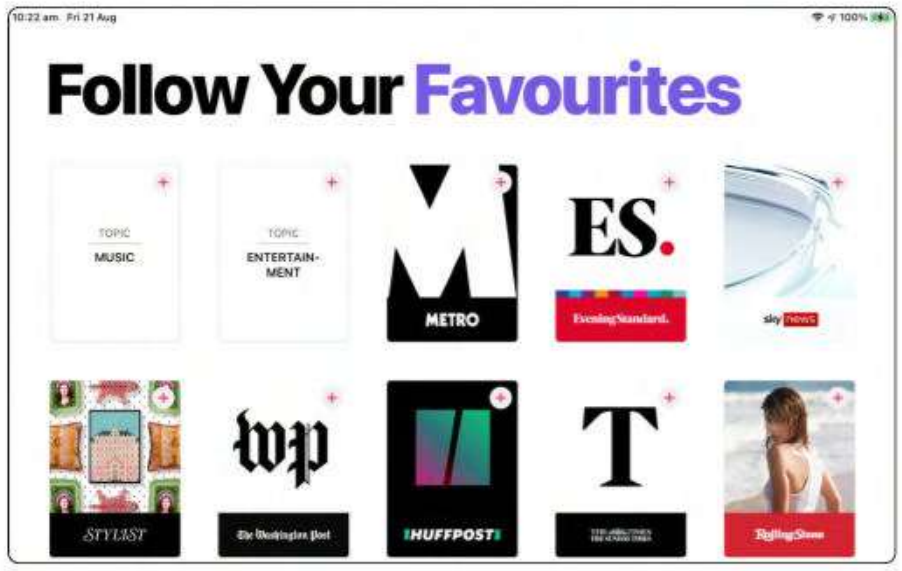
Rotating the iPad sideways (into landscape mode) gives you a handy sidebar you can use to navigate your way through the News app. To open and close this sidebar, tap the icon in the top left of the main window, as seen here.



Getting Started with News

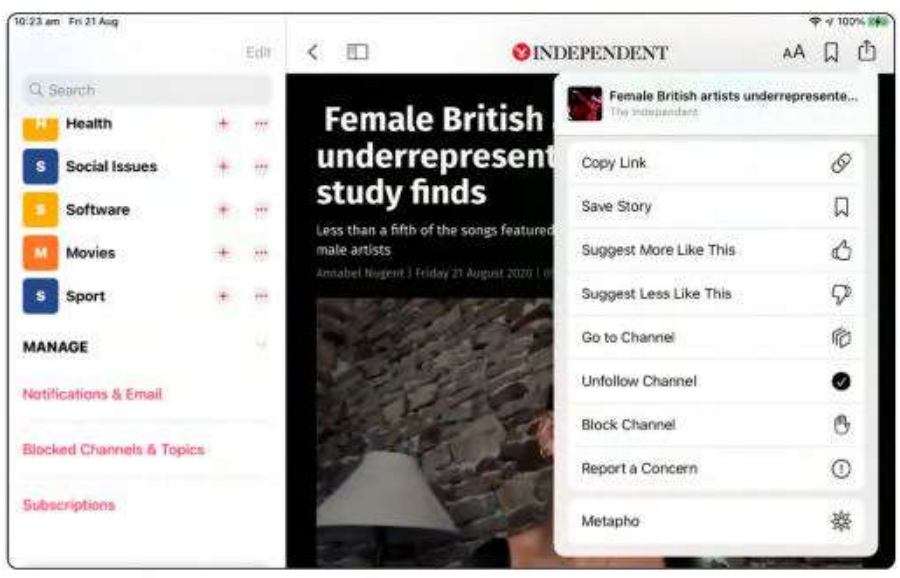


1 The News app is better when customised. In the sidebar, add topics Suggested by Siri. Tap the plus icons to add those topics to your favourites, and tap the three dots to stop suggesting or block a topic.

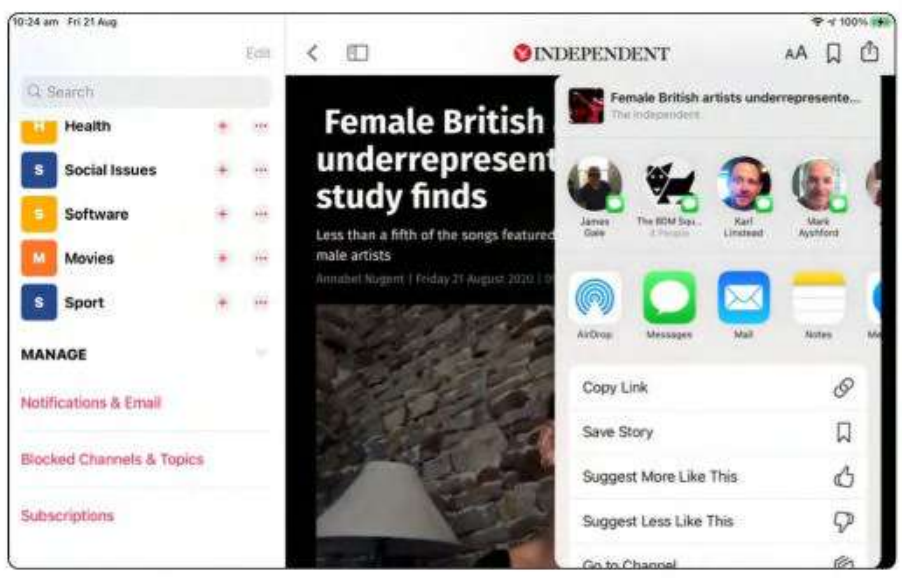


2 Again in the sidebar, tap Discover Channels and Topics. Tap on subjects and sources you wish to follow. You can come back later and unfollow a topic or channel by tapping it again.

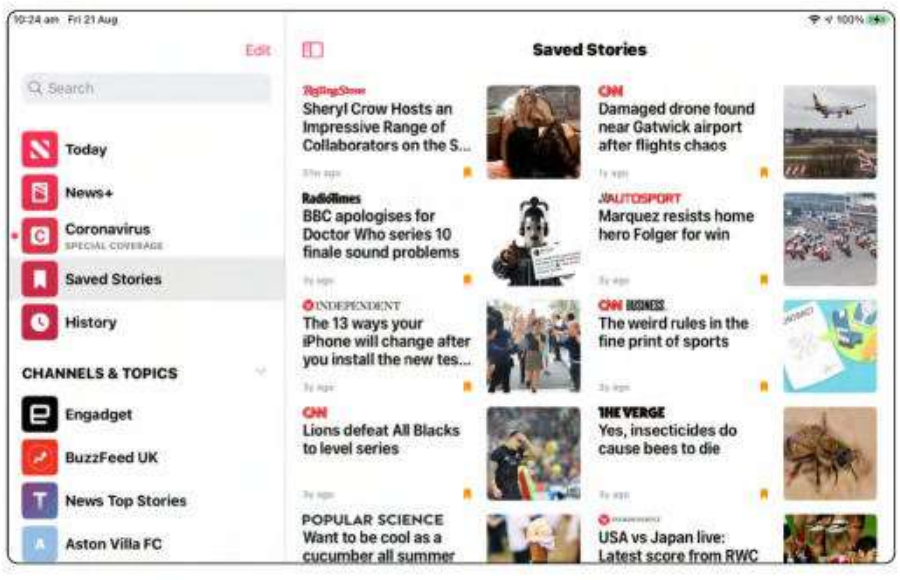
Making the Most of News



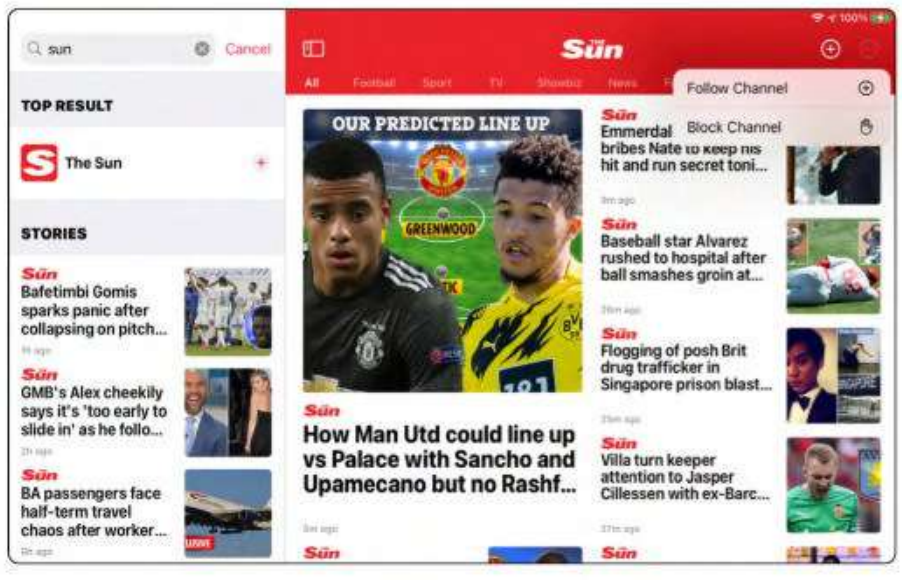
1 From the For You screen, tap a news item to open it. You can then scroll up and down to read it. If you especially liked or disliked it, tap the Share icon and use the thumbs to suggest more or fewer similar news stories.



2 Also found in a story's Sharing menu are options to share it with others using Mail or Messages, add it to Reminders or Notes and more. You can also save it to your News saves or open it in Safari from here.


Edit
Search
Today
News+
Coronavirus
Saved Stories
History
CHANNELS & TOPICS
Engadget
BuzzFeed UK
News Top Stories
Aston Villa FC
Saved Stories
Sheryl Crow Hosts an Impressive Range of Collaborators on the S...
Damaged drone found near Gatwick airport after flights chaos
BBC apologises for Doctor Who series 10 finale sound problems
Marquez resists home hero Folger for win
The 13 ways your iPhone will change after you install the new tes...
The weird rules in the fine print of sports
Lions defeat All Blacks to level series
Yes, insecticides do cause bees to die
POPULAR SCIENCE
Want to be cool as a cucumber all summer
USA vs Japan live: Latest score from RWC

3 Scroll the sidebar to near the top, and tap Saved Stories to see articles you've bookmarked for later reading. Tap one to open it, and to delete the bookmark, tap the Sharing icon then Unsave.


sun
Cancel
TOP RESULT
The Sun
STORIES
Bafetimbi Gomis sparks panic after collapsing on pitch...
GMB's Alex cheekily says it's 'too early to slide in' as he follo...
BA passengers face half-term travel chaos after worker...
Sun
Follow Channel
Block Channel
OUR PREDICTED LINE UP
GREENWOOD
How Man Utd could line up vs Palace with Sancho and Upamecano but no Rashf...
Emmerdal bribes Nate to keep his hit and run secret toni...
Baseball star Alvarez rushed to hospital after ball smashes groin at...
Flogging of posh Brit drug trafficker in Singapore prison blast...
Villa turn keeper attention to Jasper Cillessen with ex-Barc...

4 To block a news source, open the channel and tap the three dots, or open a story from it and tap the Sharing icon. Tap Block Channel. To review your blocks, tap Blocked Channels & Topics at the foot of the sidebar.

FaceTime App
Audio and Video Calls

FaceTime is for audio and video calling over the Internet. With it you can chat with anyone who has a Mac, iPhone or iPad; and as it's an Internet service, it's free. Incoming calls no longer take up the whole screen too.

FaceTime in Focus

1 This is your own video feed, as sent from your iPad. You can drag this window into a different corner of the screen if you wish.

2 The is the video feed window for the person you are chatting to, sent from their own iPad, iPhone, iPod Touch or Mac.

3 Tap here to take a Live Photo of the person you're chatting to. See our guide to the Camera app for information on Live Photos.

4 Tap here to switch off your camera and continue with the call in audio only from your end. You can still see the other person's video feed but yours is blank. Tap the button again to turn it back on.

5 If you need to switch the microphone off for any reason, tap this button. Tap it again to switch the mic back on.

6 This button lets you switch between your front and rear cameras. By default your video feed shows your front camera but you can change to using the rear camera and back again by tapping here.

7 This button disconnects the call. Tap it when you've finished chatting to end the FaceTime call and go back to using your iPad.

8 The controls window disappears when inactive. To summon and dismiss it manually, tap anywhere on screen.

Signing In.

Before you can use FaceTime, you have to sign into it. Open the app and sign in with your Apple ID and password where asked. You only have to do this once; after that, you remain signed in.

Using a Stand.

You can use either camera in FaceTime but most of the time you'll be using the front camera, so both you and the caller can see each other. Try putting your iPad on a stand so you can sit back a little from the screen.

Initiating a FaceTime Call

1 To initiate a FaceTime call, open the app. In the sidebar is a list of recent people with whom you've FaceTimed, whether as a video or audio-only chat. Tap a name for the same type of chat you had before or the 'i' icon to choose between video and audio chat.

2 You can also initiate a FaceTime by tapping the + icon atop the sidebar and entering the name, email address or phone number of the person you wish to talk to. They must have registered those numbers and emails with FaceTime, of course, or the service is unavailable.

Portrait/Landscape

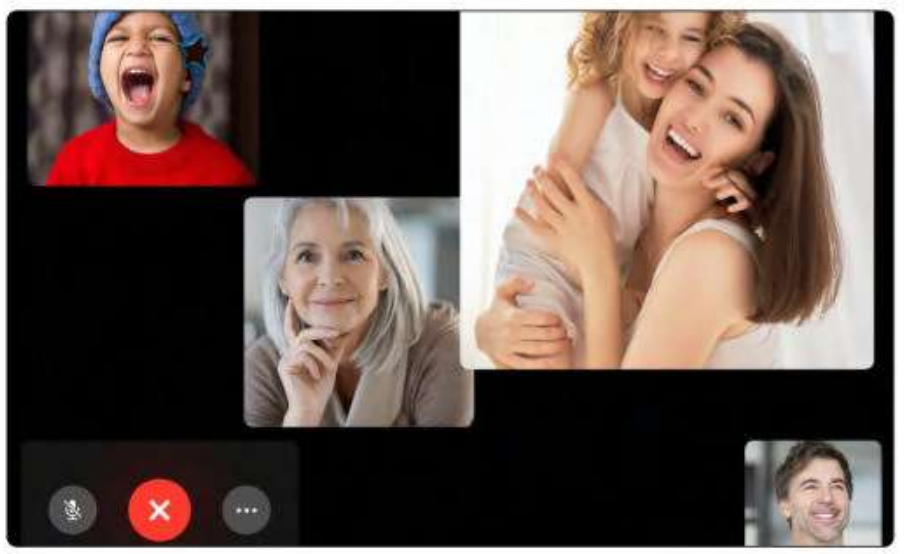
You can make and receive FaceTime calls in either portrait or landscape mode but if you're not holding your iPad in the same way the other caller is holding their device, you get ugly black borders either side of the main photo; like the ones you can see here.

A Few Settings

Go to Settings > FaceTime. To turn off FaceTime, so you can't be called this way, flick the FaceTime switch. To stop people taking live photos of you during a chat, turn off FaceTime Live Photos. There are other things you can tweak on this screen too.

Group FaceTime Chat

1 You can FaceTime chat with up to 32 people at once. During a FaceTime video call, tap the screen to bring up the controls and swipe them up from the top to expand the control box as shown. Tap Add Person, then enter their details in the field provided.

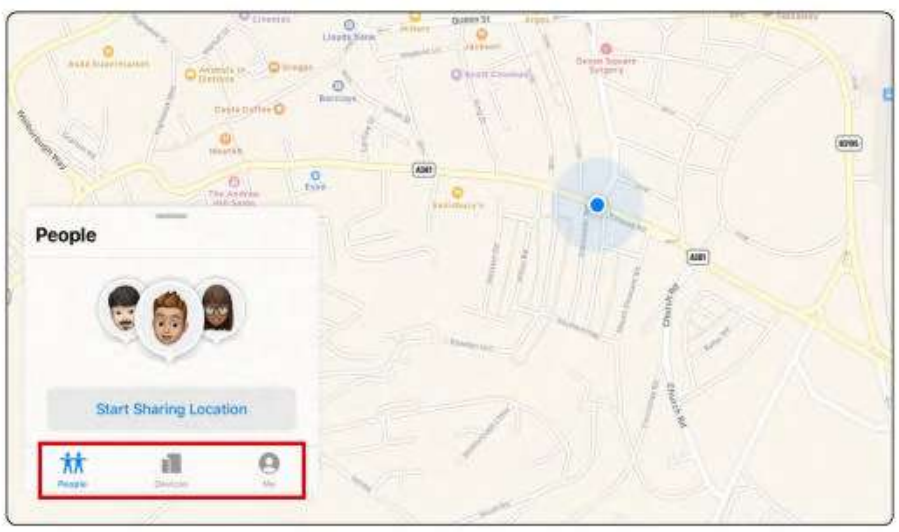


2 Tap Add Person to FaceTime and they're added to your video chat. The size of each video feed continually changes to emphasise the person speaking at the time. Group chats are preserved in the sidebar discussed earlier, so you can call everyone together next time.

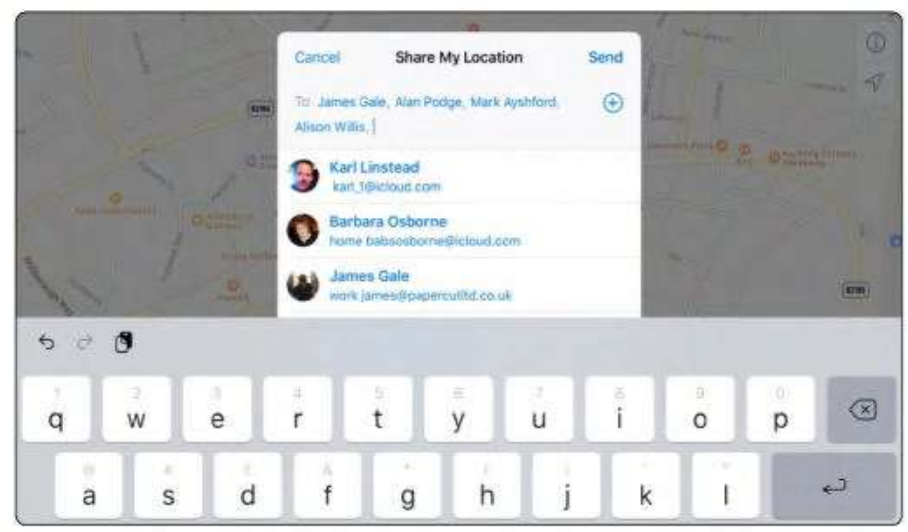
Find My
Friends & Gadgets

Find My is a merger of two apps; Find My Friends and Find My iPhone. With it, you can find lost or stolen Apple devices, including iPhones, iPads and Macs; and wipe them clean if you've given up on getting them back. You can also locate your friends or family members on the map and allow them to find you too. Just the thing if you're all on a day out and at risk of losing each other.

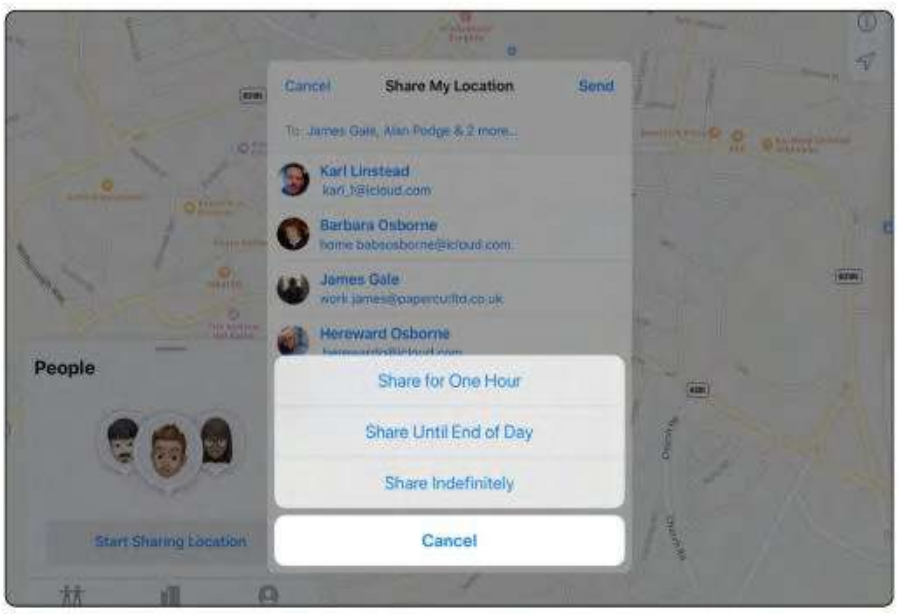
The People Tab



1 The Find My app is divided into three sections, represented by icons at the foot of the screen; People, Devices, and Me. Unsurprisingly, the People tab is for finding your friends. If it isn't already selected, tap it.



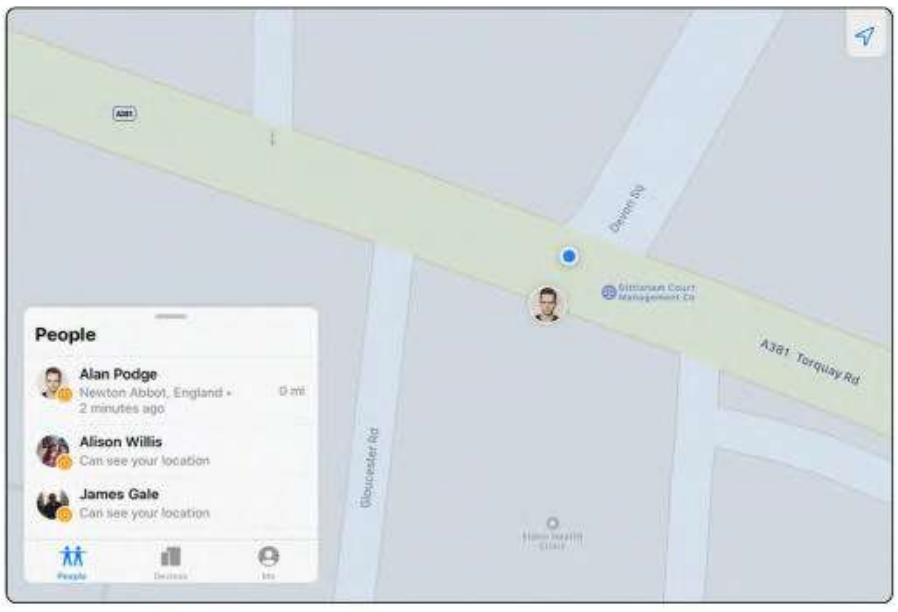
2 To start sharing your location with friends or family members, tap the large Start Sharing Location button. You should then enter the name, Apple ID email, or phone number of the person with which you want to share locations.



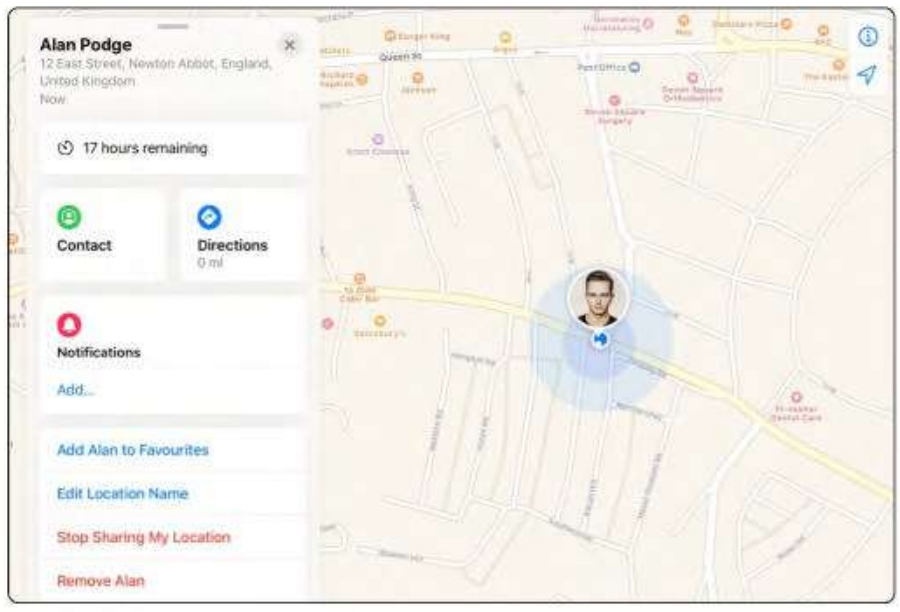
3 As is usual, you can tap the + sign to the right and select a person from your Contacts app. Add as many people as you wish, and tap the Send link. Then you can choose whether to share for an hour, the rest of the day, or indefinitely.

Returning the Favour.

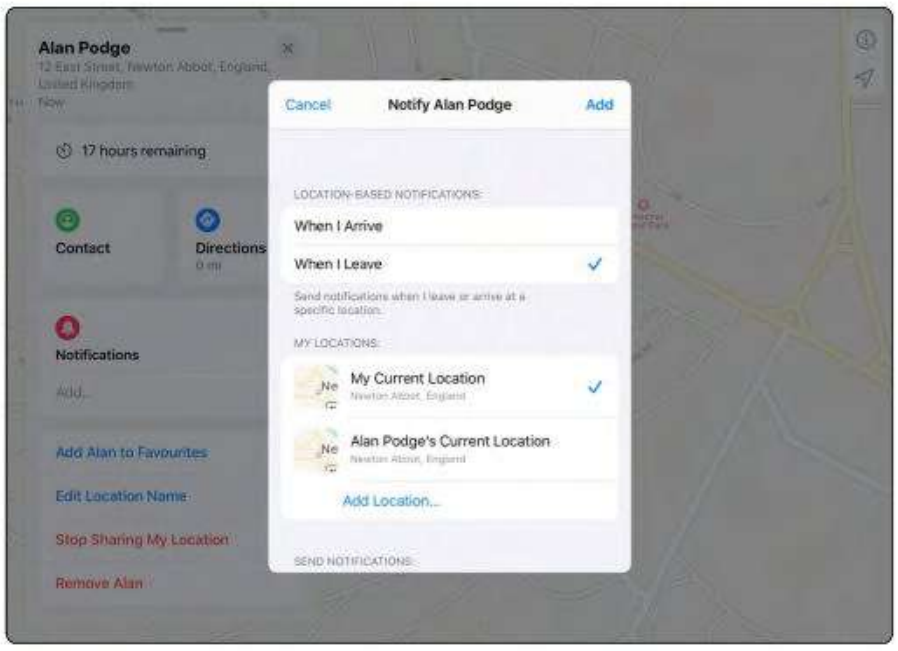
When someone shares their location with you, you're given a notification. Tap this and you can quickly and easily choose to return the favour and share your location with them.



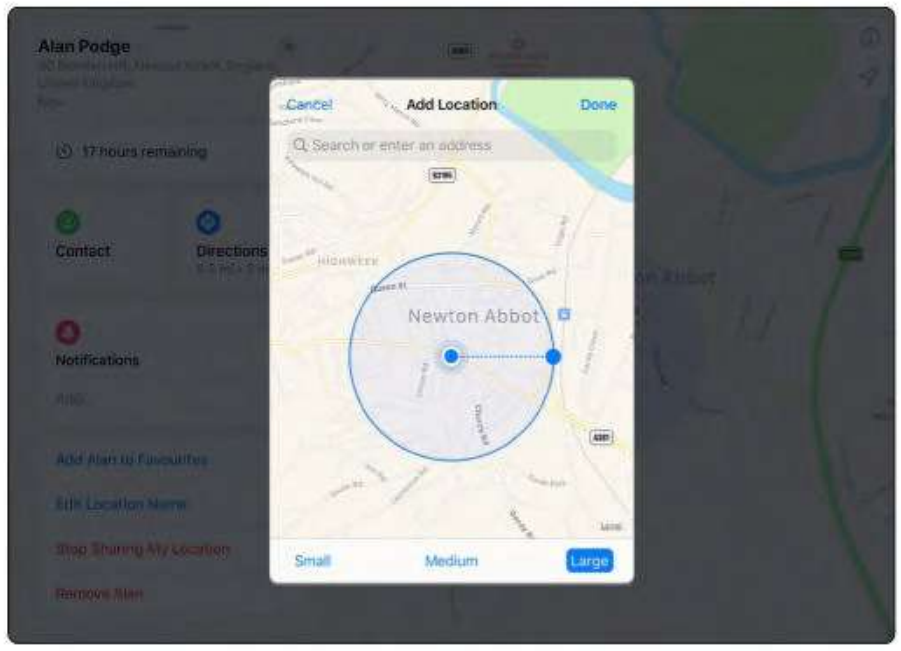
4 The people with whom you shared your location can now see exactly where you are, that is the blue spot on the map. You can pinch and spread to zoom in on this map, just like you can in the Maps app.



5 To access an options screen, tap on the name of someone with whom you're sharing your location. Pull the menu up to see all of the options. From here, you can tap Contact to bring up their card from your Contacts app.



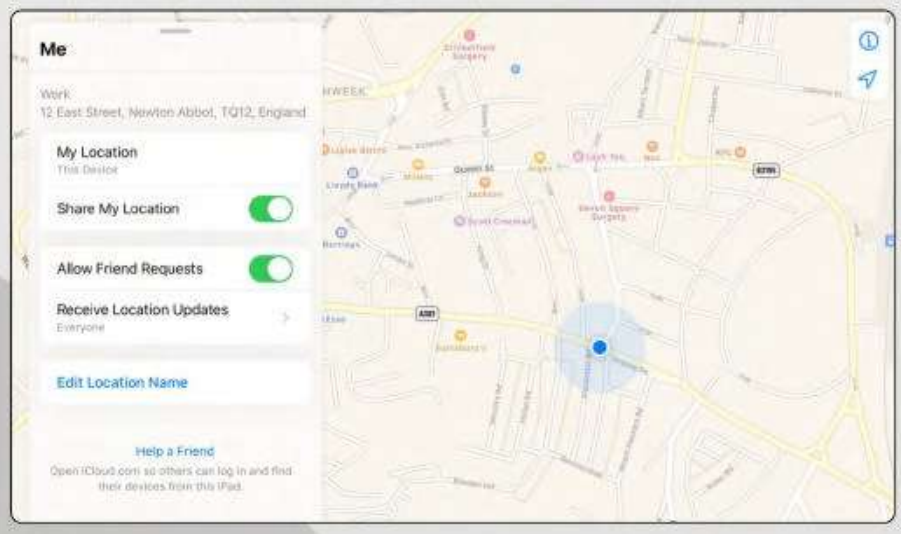
6 Other options available on this screen are: ask for their location, stop sharing your own, or remove them from the people with which you're sharing. You can also send them a notification when you leave or arrive.

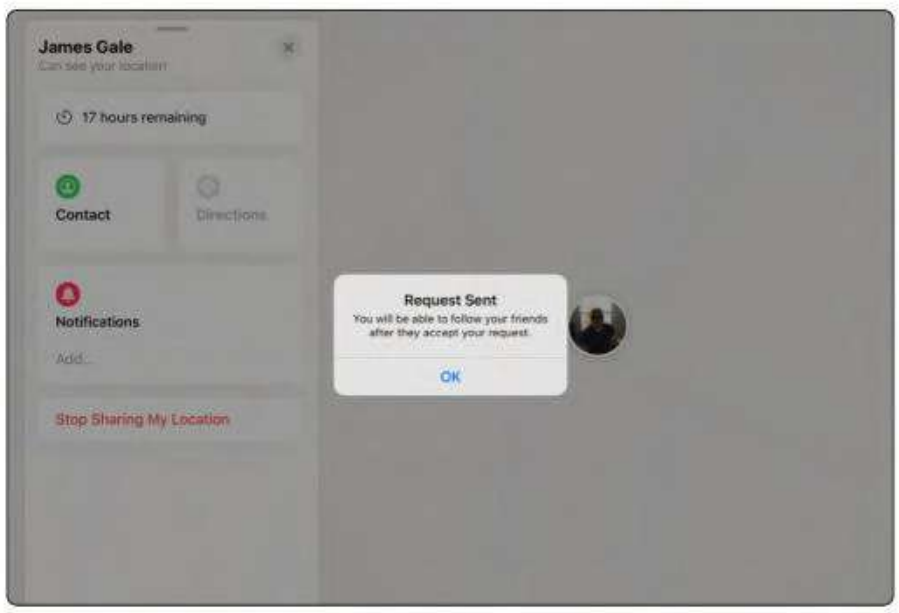


7 To add a location to your list, tap Add Location and then find it on the map or search for it. You can then opt to send a notification when you arrive there. Tap the Done tab in the top right when you've finished.

The Me Tab.

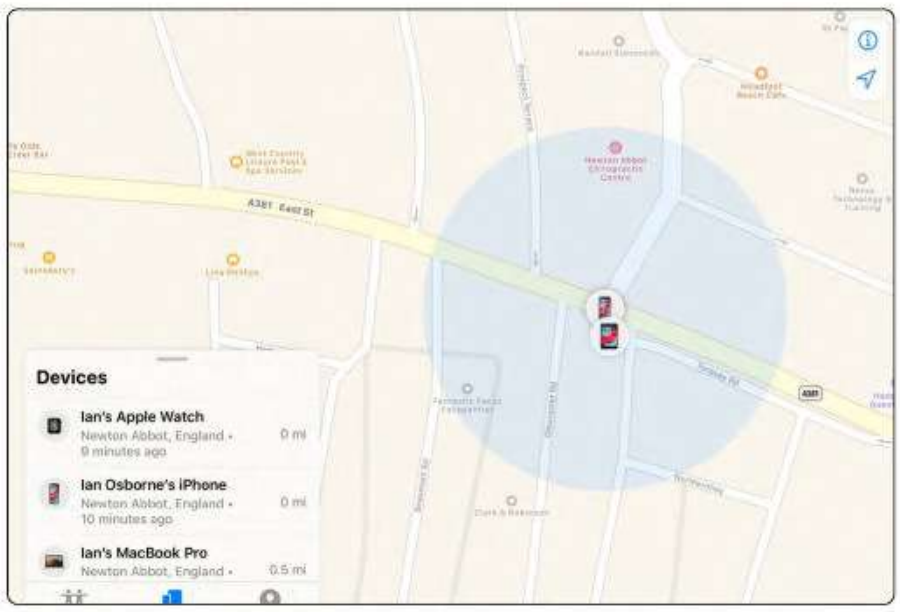
Tap the Me tab at the foot of the screen for a range of options and info. You're told where you are, given the option of naming that location (work, home, school, and so on), and can also stop sharing your location too.



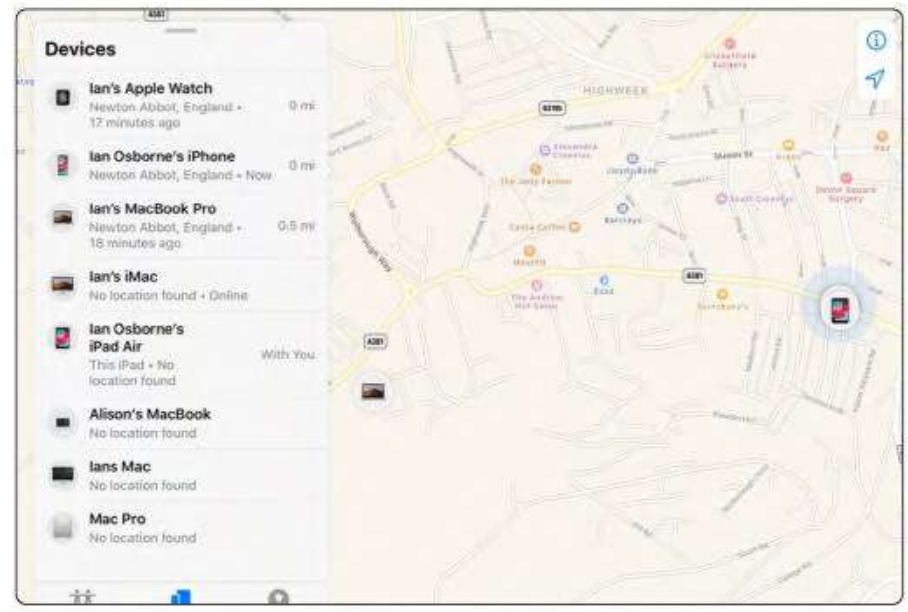


8 Tap a friend's name, that isn't currently sharing their own location with you, and then, to request they do so, tap Ask To Follow Location. If they comply, they also appear on the map, along with yourself and others who are sharing their locations.

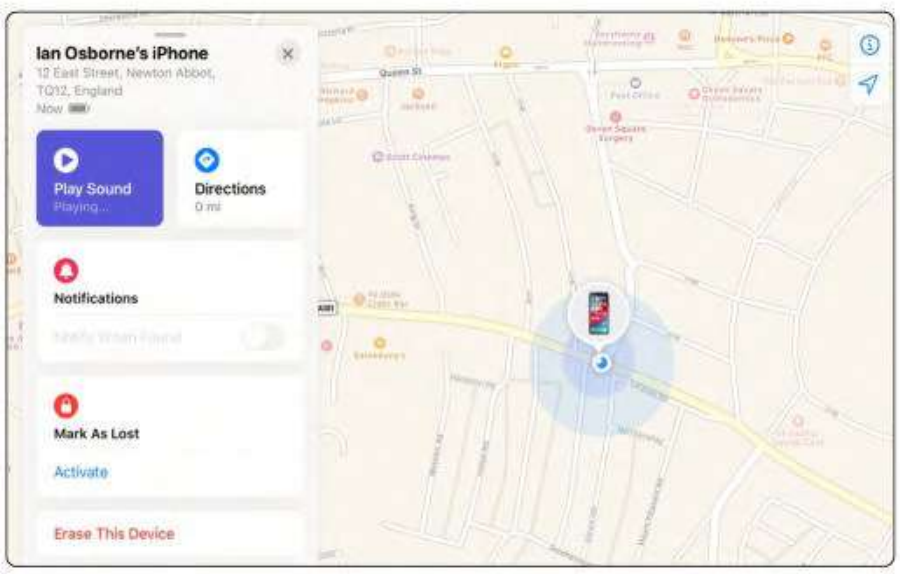
The Devices Tab



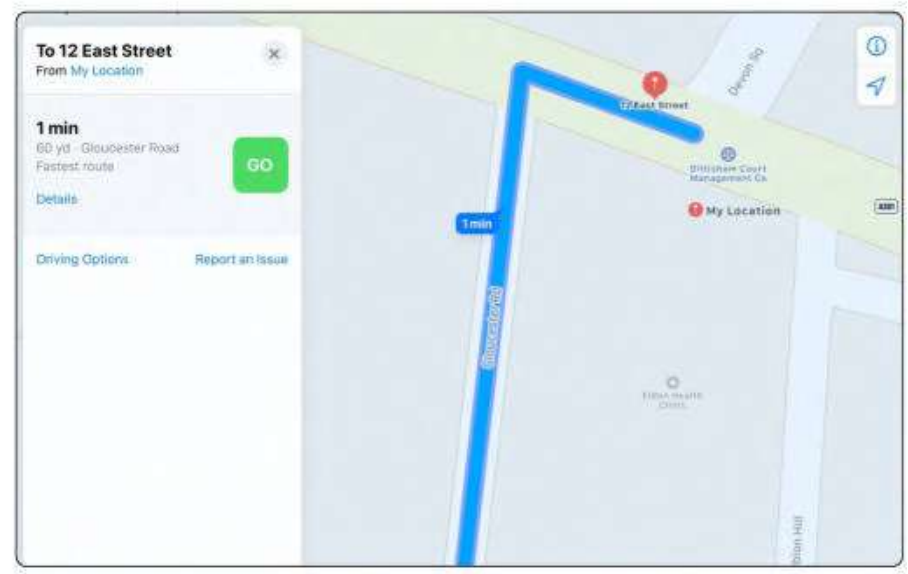
1 The Devices tab, found at the foot of the screen, gives access to what used to be called Find My iPhone. Tap it, and all of your Apple gear that's logged into the same Apple ID as your iPhone, is shown on the map.



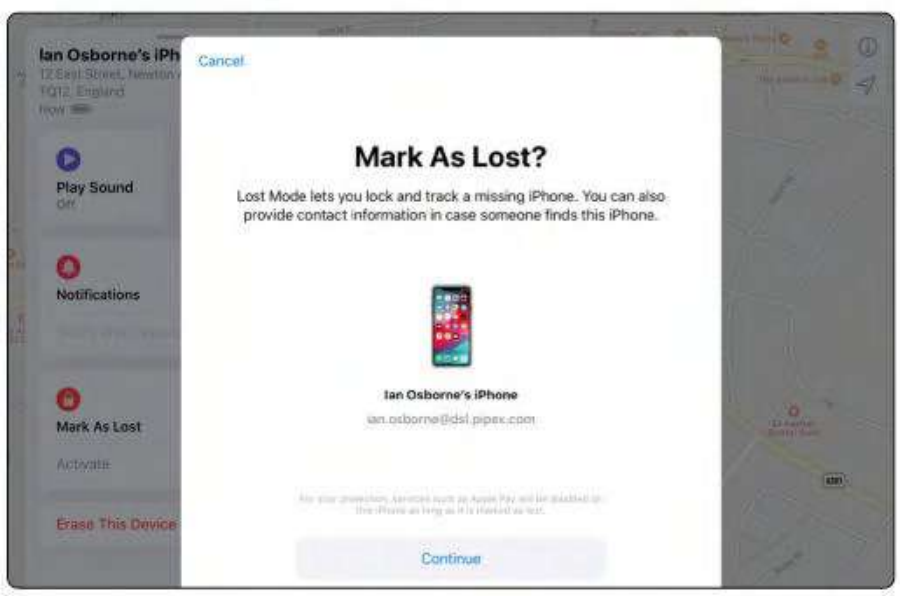
2 Swipe the devices list up to see all your Apple gear. If a device hasn't been online recently, it is listed as 'No location found'. Its location will be updated when it next goes online, so if it's been stolen, keep checking back.



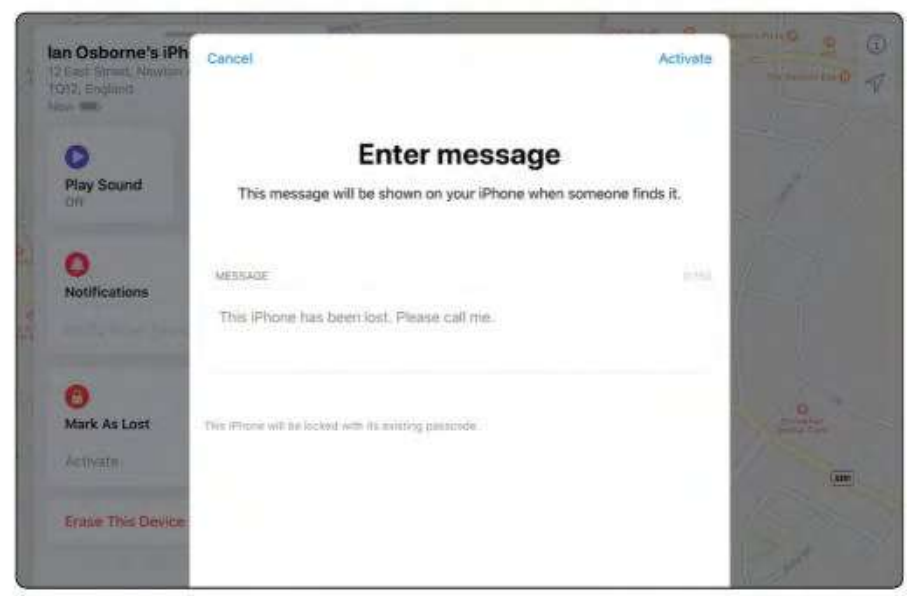
3 Tap any device on the map, or list, for an options screen. To locate a device that's likely to be within earshot, tap the Play Sound link. Your device makes a noise, enabling you to find it; just the thing if it's lost in the house.



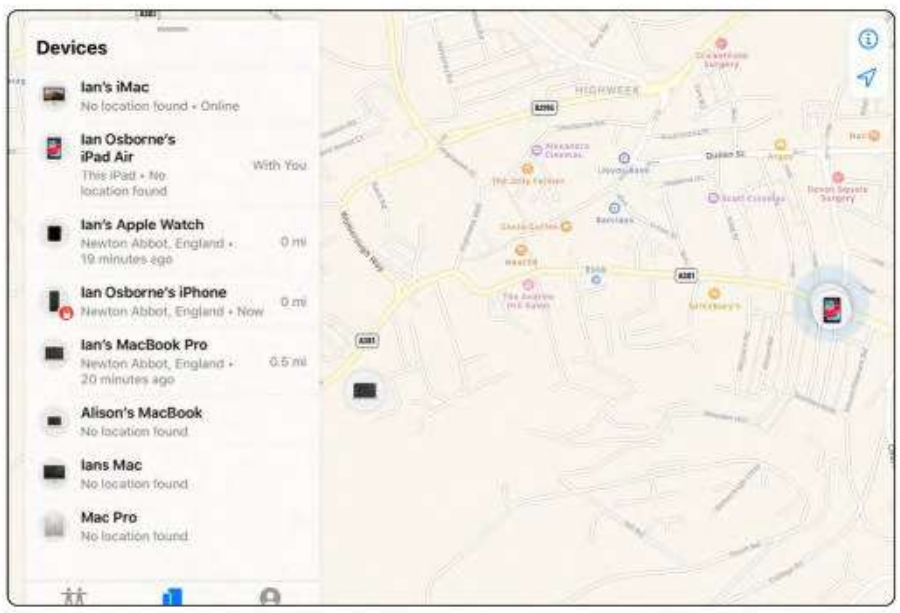
4 Tapping the Directions link opens up the Maps app and gives you directions from your current location to the whereabouts of your missing device. As you can see, this one isn't too far away; maybe it was dropped in the street?


Cancel
Mark As Lost?
Lost Mode lets you lock and track a missing iPhone. You can also provide contact information in case someone finds this iPhone.
Ian Osborne's iPhone
Continue
Play Sound
Notifications
Mark As Lost
Activate
Erase This Device

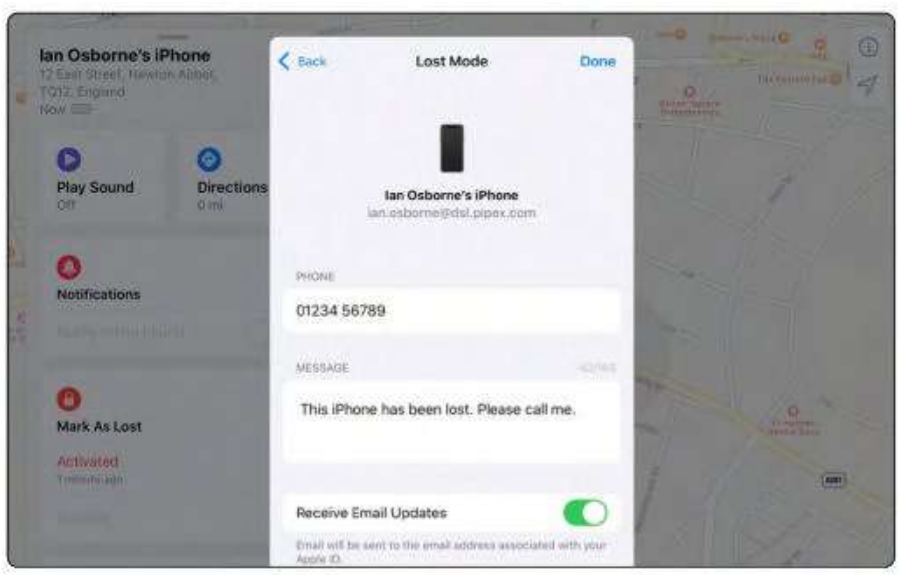
5 If you fear a device is lost, as opposed to simply being mislaid in the house or at work, you can tap Activate under Mark as Lost to lock and track it. This prevents thieves or finders getting at your precious and valuable personal data.



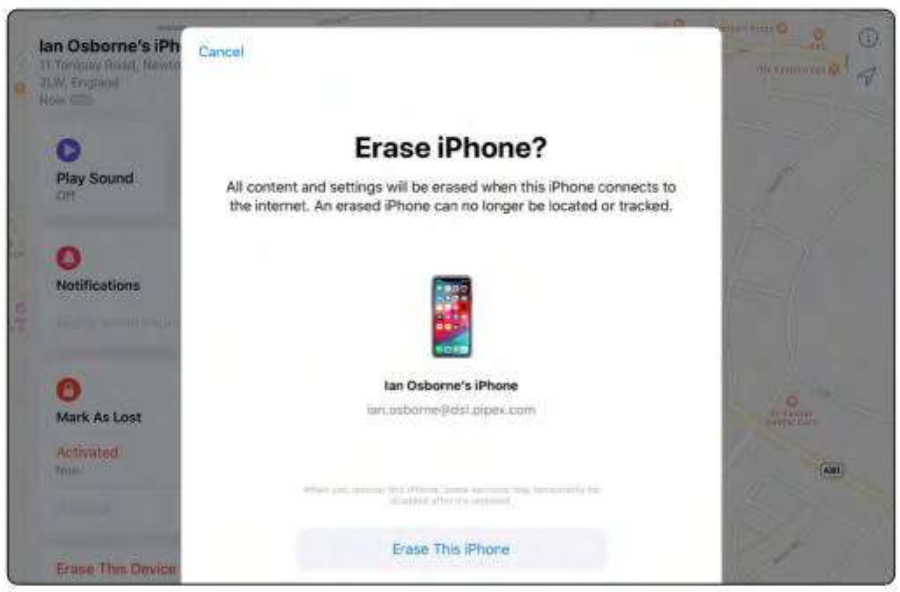
6 When you lock a device, you can enter a phone number and a short message, which is displayed on the gadget's lock screen. This way, an honest finder can see the message and give you a ring to say they found it.



7 In the Devices list, an item you've marked as lost is shown with a Lock icon next to it. You can still tap the item in this list to go to the options screen mentioned earlier. Tap the Activated link for various Lost Mode options.



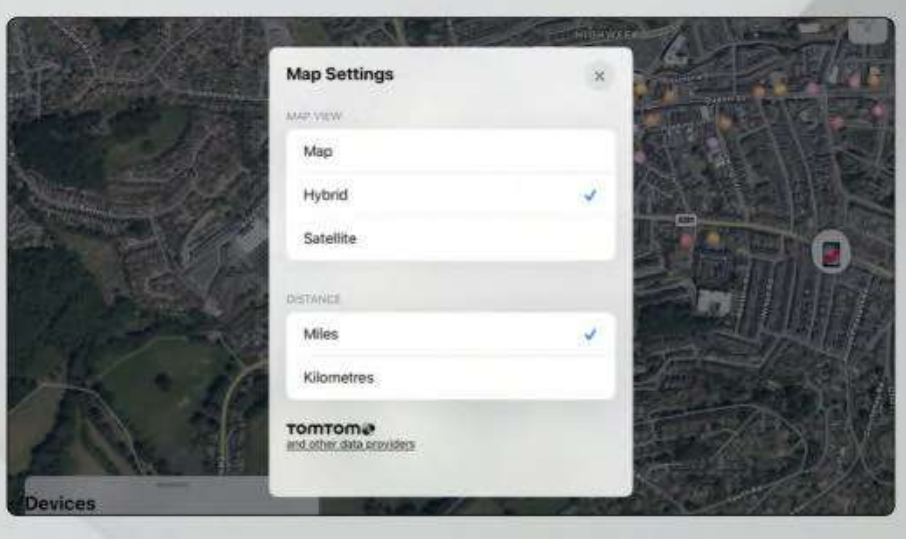
8 Tap the locked device in the Find My list, then tap Mark as Lost again and you can change this phone number and/or message. You can also get email updates (on by default) and, when you've found it, switch off Lost Mode.


Cancel
Erase iPhone?
All content and settings will be erased when this iPhone connects to the internet. An erased iPhone can no longer be located or tracked.
Ian Osborne's iPhone
Play Sound
Notifications
Mark As Lost
Activated
Erase This Device
Erase This iPhone

9 As a last resort, you can tap Erase this Device to wipe it clean. This should only be done if you've given up hope of ever recovering it, as, when it's wiped, it can no longer be tracked using the Find My app.

Map Functions.

1 **The Find My app draws its maps from the Maps app, so shares some of its functionality too. As in Maps, you can tap the blue arrow in the top right to home in on your current location. Tap again to have the map rotate around you. You can also pinch and spread on the screen to zoom into or out of the map.**



2 **Tap and hold with one finger to drag the map around the screen and tap the compass to rotate it so North is up. Tap the 'i' icon in the top right corner and you can switch between a drawn map and a satellite or hybrid view (a satellite map with street names). You can also switch between miles and kilometres.**

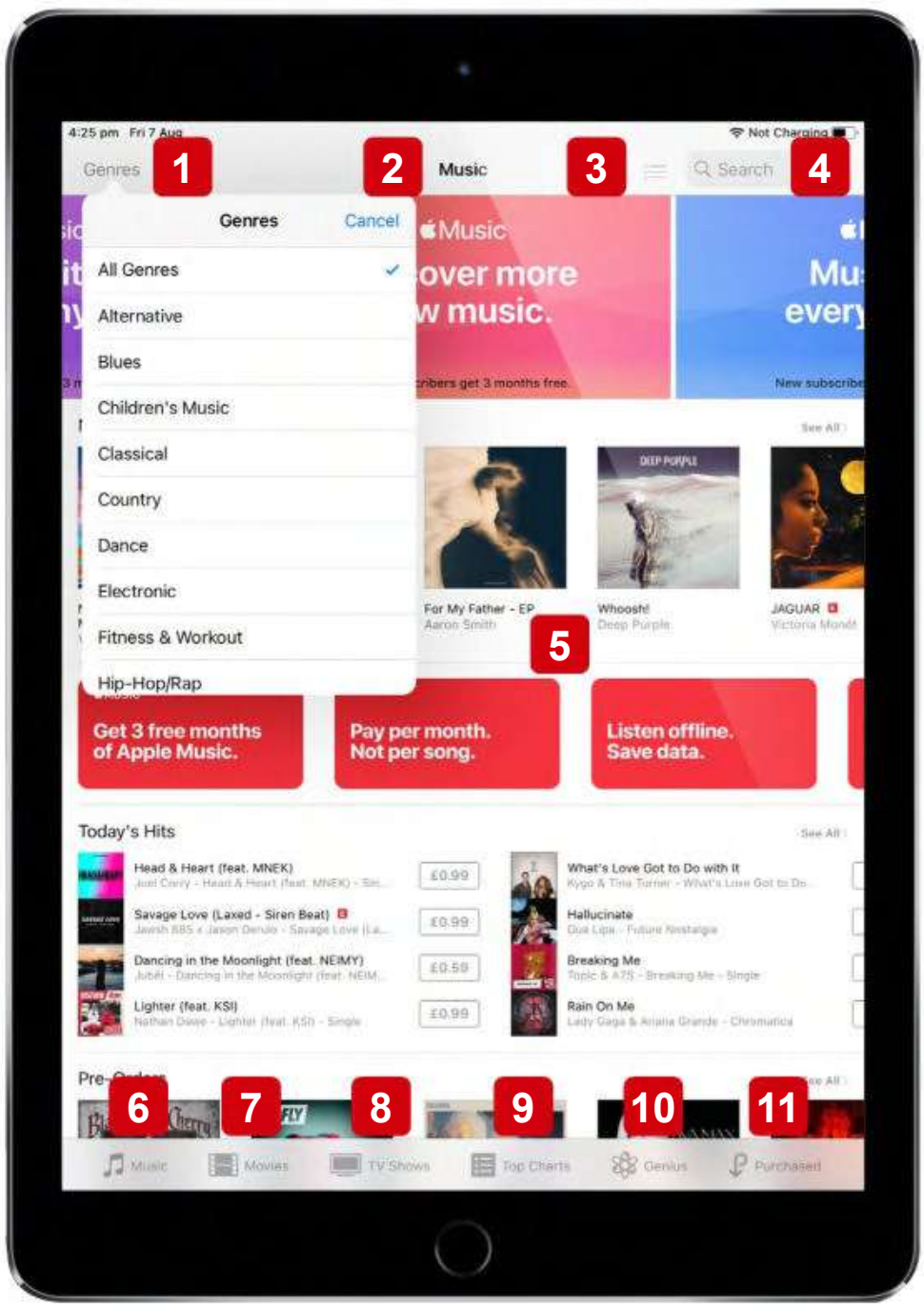
Third-Party Products.

Apple has opened up the Find My app to third-party developers, so they can make their own Bluetooth trackers appear on the map too. For example, if you attach a tracker to your luggage, you can trace it.

iTunes Store App For Digital Media

You can buy and download media for your iPad at the iTunes Store. You can also buy or rent movies and TV shows and sample short snippets of songs before buying them. Here's how to purchase your digital media.

iTunes Store in Focus



Apple Music Adverts.

The row of rectangular purple banners near the bottom of the screen are adverts for the Apple Music streaming service. Tap one for more information on this service, which we talk about in this book in the Music tutorial.

1 Tap here for a pop-up window that lets you filter the music offered on this page according to its genre. Available genres include Blues, Rock, Jazz, Metal and more. Scroll the Genres list all the way to the bottom for the Tones option, which lets you filter available ringtones by their genre.

2 The title of the current page. At the moment, as you can see, we're on the Music page of the iTunes Store, where we can shop for albums and individual songs.

3 Tap here for your wish list, a list of songs you've identified using Siri (see the Siri guide for more information) and a list of tracks you've listened to as previews.

4 The Search field. It searches throughout the iTunes Store, so search results can potentially show music, movies, TV shows, books and more, regardless of which page you were looking at when you did the search.

5 The iTunes Store's shop window. Tap a price to buy a song or album or tap the cover or name of the item for more information on it.

6 This icon opens the iTunes Store's Music page. The page you're currently looking at is usually highlighted in blue in this icon bar, but here it's grey as we have the Genre window open (see item 1).

7 Tap here if you're interested in buying or renting movies. This part of the iTunes Store functions in the same way as the Music section, except for the addition of a rental option.

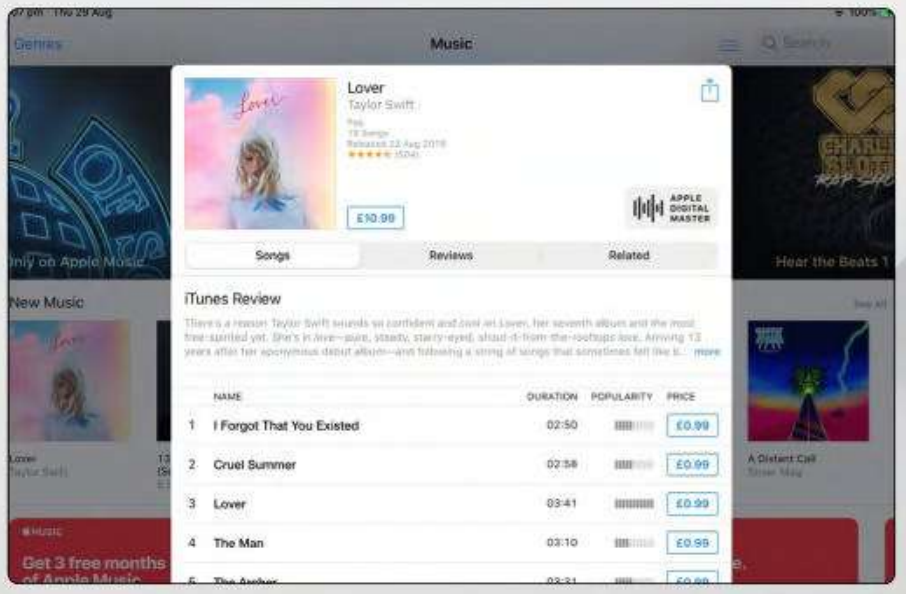
8 This icon takes you to the TV Shows section, where you can buy individual shows or entire series.

9 Tap here to see what's selling well, listed according to Songs, Albums and Music Videos.

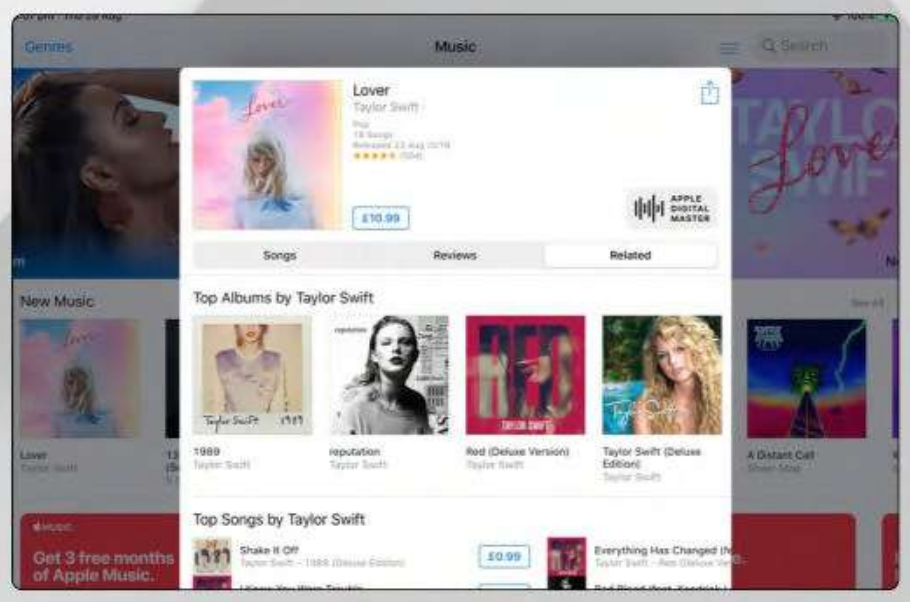
10 The iTunes Genius feature attempts to find music you might be interested in, based on what you've previously bought.

11 Tap here for a list of everything you've previously purchased on the iTunes Store, including things that are not currently on your iPad. You can download them if you wish, without having to pay a second time.

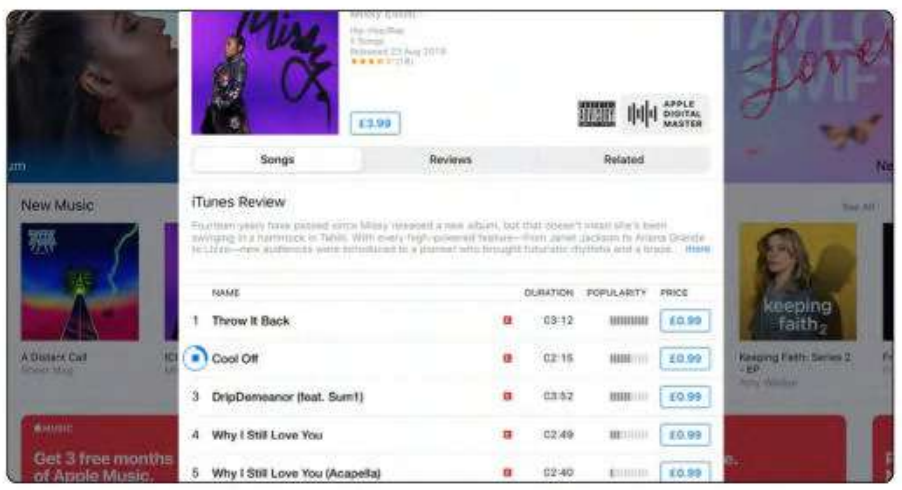
Buying Music from iTunes.



Find the album or song you want and tap on it. You can see a review if available. When looking at a complete album, a track list is also shown. From here, you can tap the price at the top, for the whole album or an individual track's price to buy a single song.

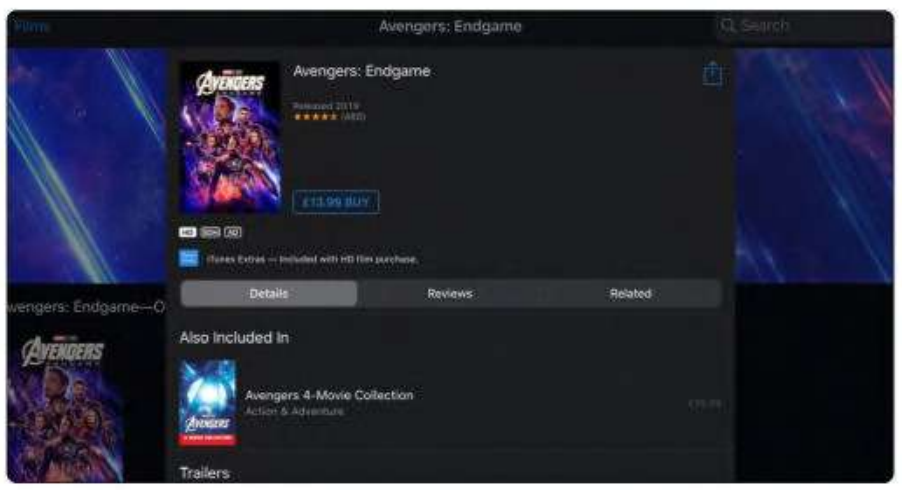


If asked to sign in, do so, and the album or track is downloaded to your Music app, from where you can play it on your iPad. For more reviews of that album, tap the Reviews tab. For more by that artist or similar music, tap the Related tab, as shown here.



Previewing Music

You can preview a track simply by tapping its name on the purchase screen. A short excerpt from that song is played, shown by the gradually filling circle with a square in it to the right of the chosen track. Tap that square to stop the preview.



Buying Movies

Tap Films at the foot of the screen and navigate to the one you want. Choose between HD and SD versions, watch a trailer and either buy or rent it. Rented movies delete 30 days after renting or 48 hours after you start to watch it, whichever is sooner.

Buying TV Shows

Buying TV shows is similar to buying music, in that you can buy an individual show or an entire season, it's up to you. You can choose between HD (high definition) and the usually-cheaper SD (standard definition) where both are available.

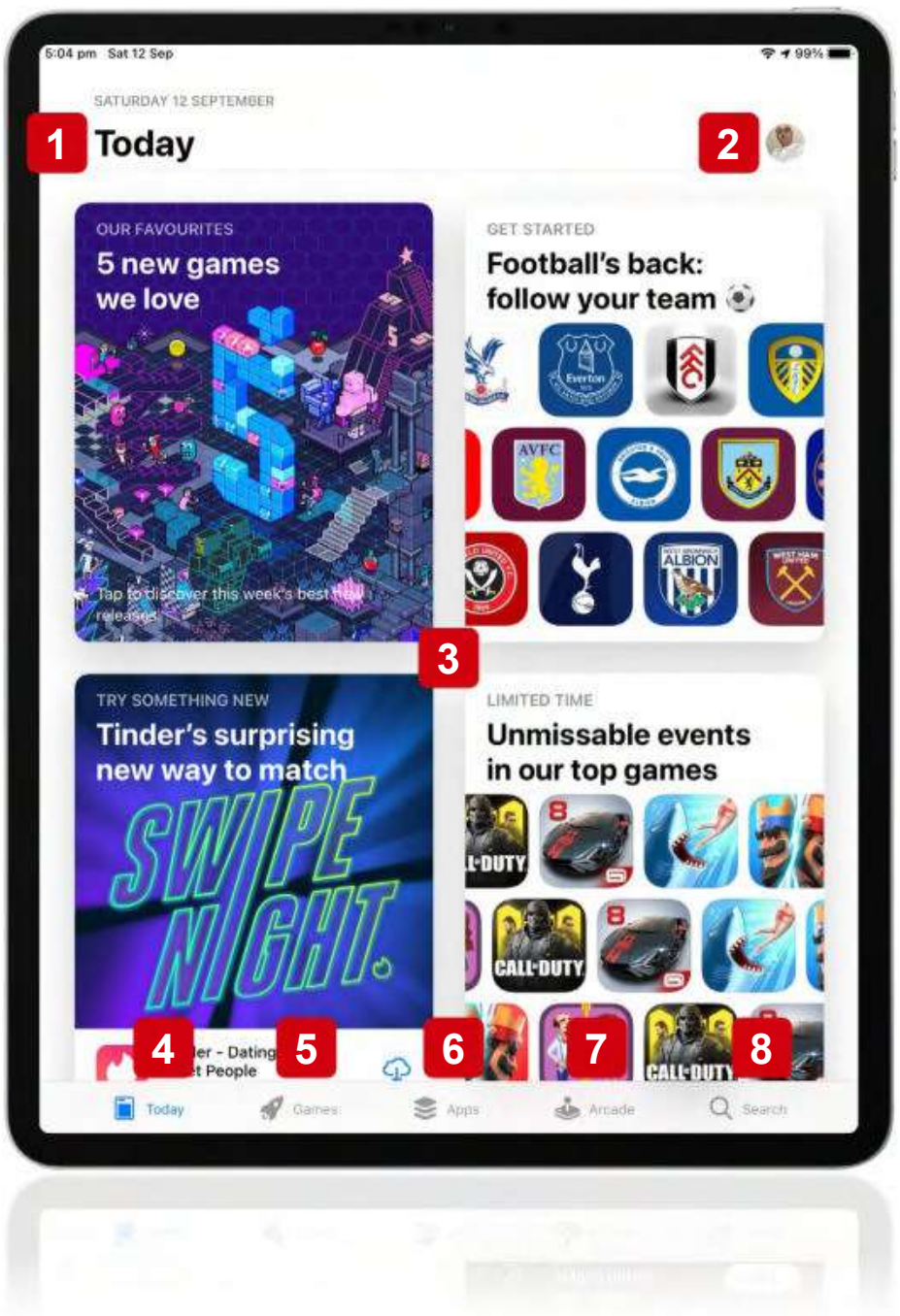
Complete Album/Season

If you've already bought a few songs from an album or episodes from a TV show season, and decide you want the rest, when you buy the album or season, the price is adjusted accordingly, based on what you've already spent.

The App Store
A World of Apps

The App Store is where you buy new apps for your iPad. Games, productivity software, entertainment applications and more. You name it, you can find it on the App Store. Some apps are free, others you pay for.

App Store in Focus



1 The App Store's Today screen gives you the pick of new releases, chosen each day by Apple's editors. Scroll up for the previous days' selection of chosen apps, featured and trending apps and more.

2 Tap here to get to your account details, to redeem a card, send an app as a gift, update apps, check on the apps you've previously purchased, or sign out of the App Store.

3 These are the apps, and a feature highlighting a range of apps, that have been chosen by Apple's editors as the choice of the day. Tap one for information on that particular app.

4 Tap here to get to the Today screen, as seen here. The Today screen is a great way of finding out what's new and exciting on the App Store. New apps are added every single day.

5 The App Store's gaming apps have their own category. If you feel like some fun, tap this icon and take a look at the iPad's latest and greatest games on offer.

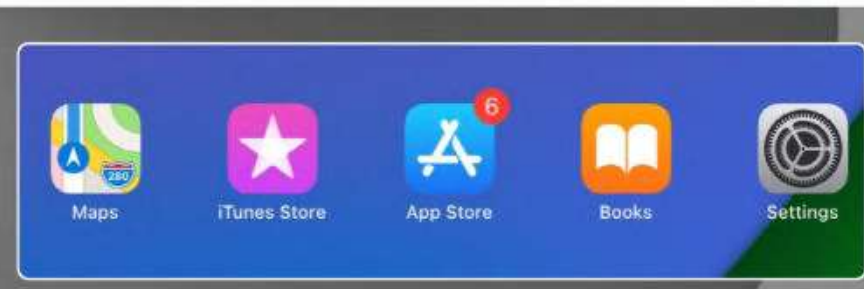
6 Tapping the Apps icon takes you to the apps page, where you find the iPad apps that aren't games. Scroll up and down and browse by category if you wish.

7 This icon takes you to the Apple Arcade subscription service. At the time of writing, it hasn't been released, but we can look forward to playing ad-free games on Macs, iOS devices, and Apple TV, all for a single subscription price. It's a little like Apple Music, but for great gaming experiences.

8 You can search for an app or a game using the search field. You can search for an app by name, by what it does (e.g. word processor), by the developer and more.

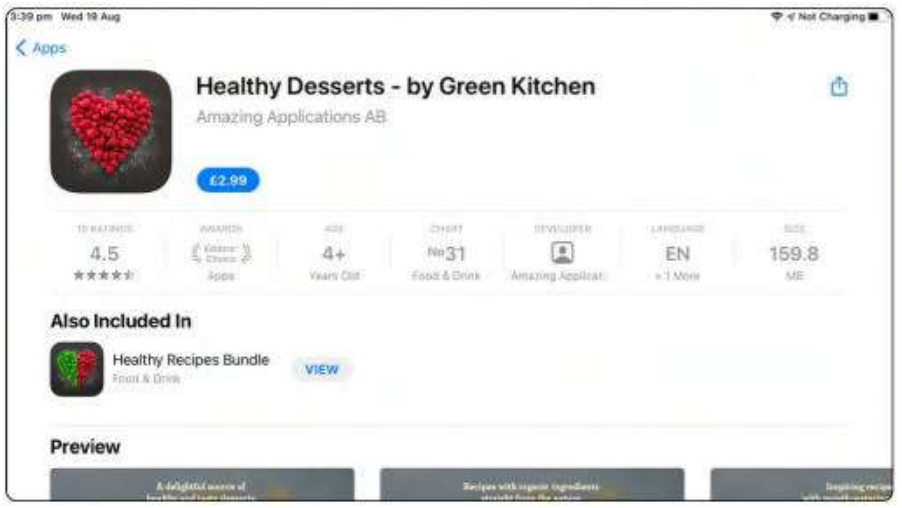
Updates Available.

When updates are available to one or more of the apps on your iPad, the App Store app is badged, as you see here. The number in the red circle refers to the number of apps that can be updated.



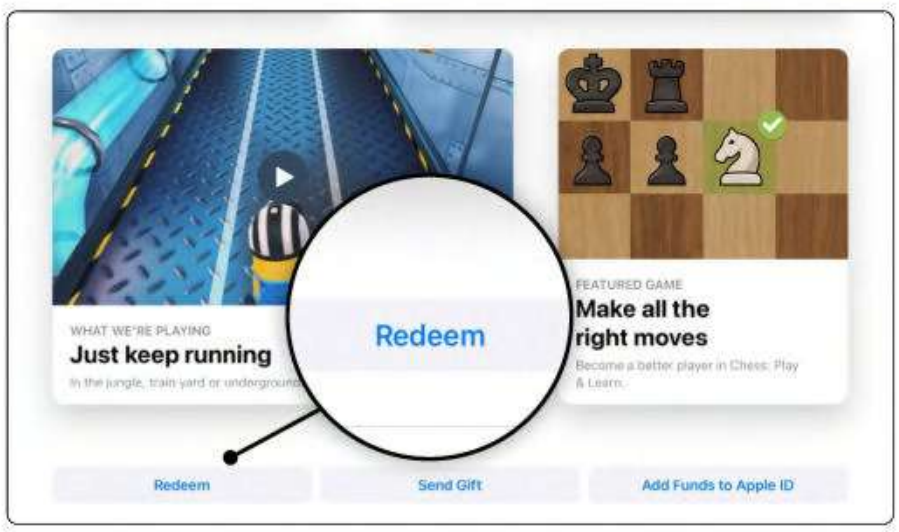
Buying Apps on the App Store

1 Navigate to the app or game you want to buy. Information on that title is offered. When ready, tap the price (or for free apps, Get) under the title. Unless you've already done so in the last few minutes, you're asked to sign into your App Store account.

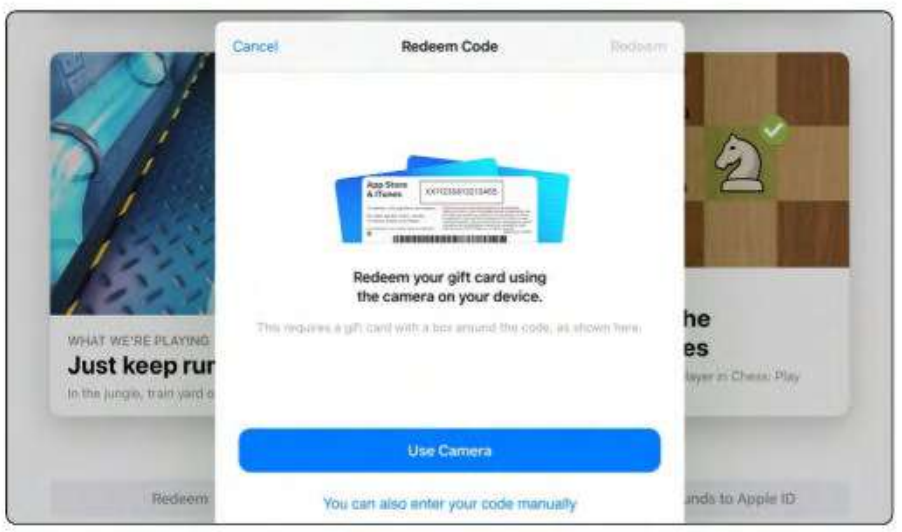


2 Sign in if necessary, then follow the on-screen instructions to continue. The app downloads and an Open button is shown. You can open the app from here, from the Home screen or tap the 'X' icon in the top right to close it and continue using the App Store.

Redeeming an iTunes Gift Card



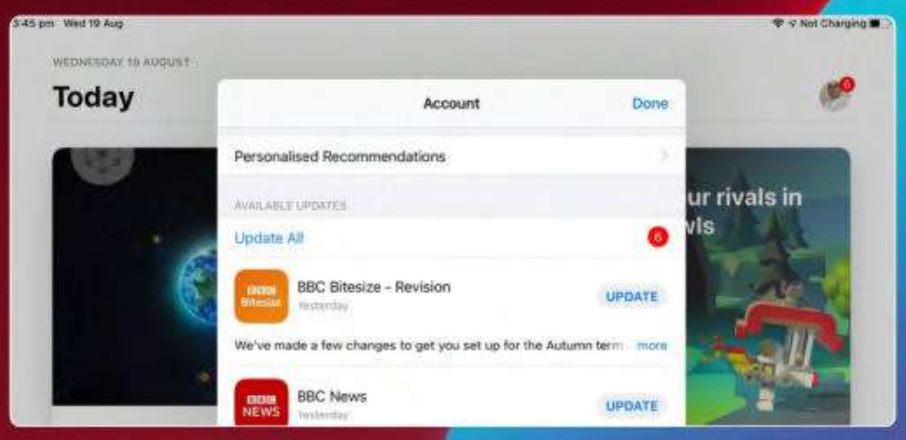
1 If you have an iTunes Gift Card or Apple Music Card, you need to redeem it using the code on the back of the card. It's easy to do. First, scratch off the label to reveal the hidden code. Then scroll the App Store screen all the way up, to find these buttons at the bottom. Tap the Redeem button.



2 If asked to sign in with your Apple ID, do so. You can enter your code manually, using the virtual keyboard or take a photo of it with your iPad's camera. This option is only available if the iTunes card has a box around the code. Tap the link to choose your option, then follow the on-screen instructions.

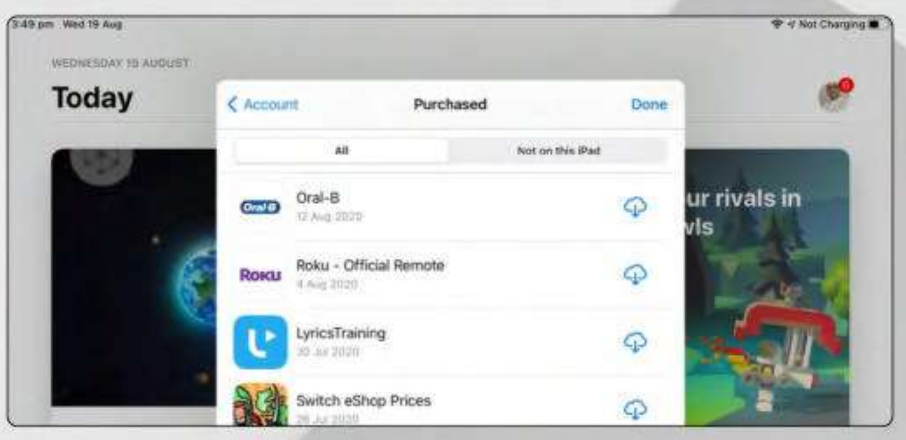
Updating Apps.

If you have apps on your iPad with updates available, the App Store Home screen icon and the icon in its top right corner are badged. Tap this icon, then update individual apps or do them all with the Update All link.



Download Purchased Apps.

Apps you've purchased but aren't on your iPad can be downloaded for free. Tap on your account icon (top right), then on Purchased. You can view all your apps or only those Not on This iPad. Tap a cloud to download its app.



The Apple Pencil in the New iPadOS 14

The Apple Pencil transforms the iPad from a finger-based tool to a professional artist's canvas. With it, you can sketch, draw, paint and write on the iPad, just like it was a physical piece of paper and it gets a boost in iPadOS 14! Let's take a look at Apple Pencil and Scribble.

If you own a first-generation Apple Pencil (the one with the silver band at the end), start by removing the cap at the top of the pencil to reveal a Lightning connector plug; make sure your iPad is switched on and unlocked, then plug the end of the Apple Pencil into the Lightning socket at the bottom of your iPad. An alert appears on the iPad's display saying 'Bluetooth Pairing Request'. Tap Pair to connect the Apple Pencil to your iPad Pro. Wait for the alert window to disappear, and then remove the Apple Pencil from your iPad. Now reattach the cap to the Apple Pencil to cover the Lightning connector.

The second generation Apple Pencil (with no silver band), does not need to be paired like the older version. Instead, you just place the flat side of the pencil on the iPad and it pairs automatically. It couldn't be simpler. As well as pairing, connecting your Apple Pencil to the iPad like this also charges it wirelessly, using your iPad Pro's own battery. There's no need to plug it into the iPad's charging port, as with a first-generation Apple Pencil.

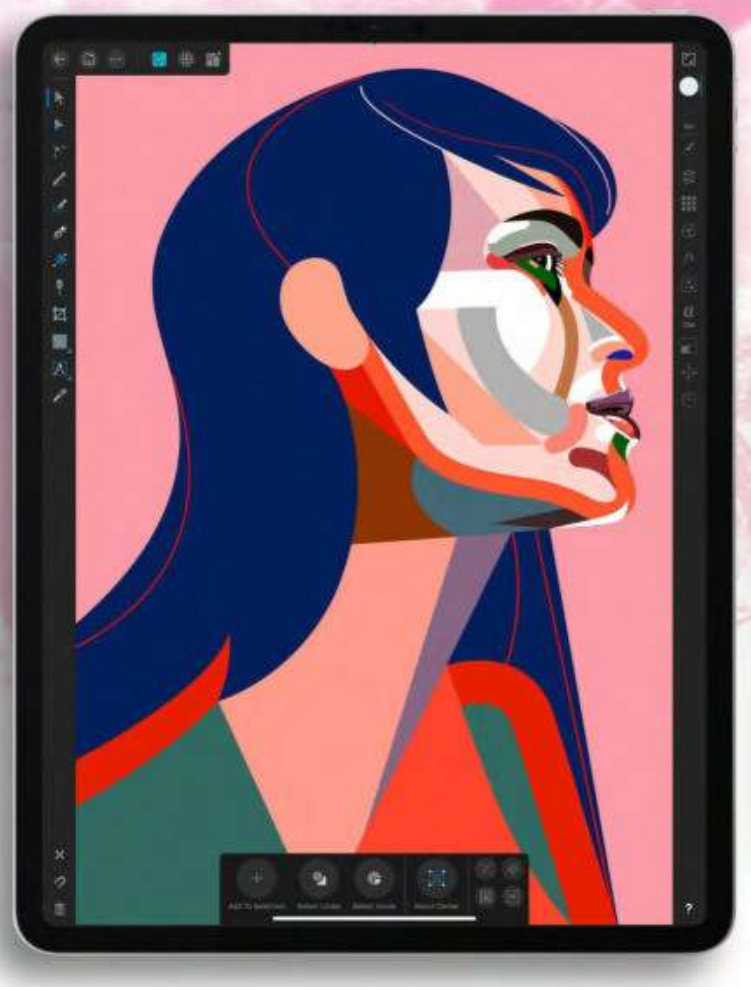
To see how much your Apple Pencil is currently charged, swipe down from the top of the screen to open Notification Centre. Tap the Widgets tab to see the Batteries section. Below the iPad, you find the Apple Pencil charge. When it starts to run out of power, you get alerts; just plug it back in (1st generation) or place it on the top of the iPad (2nd generation) to charge up. Both versions get 30 minutes power from 15 seconds charge or it charges fully in about 15 minutes.

System Requirements.

The Apple Pencil, 2nd Generation, is currently compatible with:
iPad Pro 11-inch
iPad Pro 12.9-inch *(3rd generation)*.

The first-generation Apple Pencil can be used with:
Pad Air *(3rd generation)*
iPad mini *(5th generation)*
iPad *(6th generation)*
iPad 10.2-inch *(7th generation)*
iPad Pro 12.9-inch *(1st and 2nd generation)*
iPad Pro 10.5-inch
iPad Pro 9.7-inch.

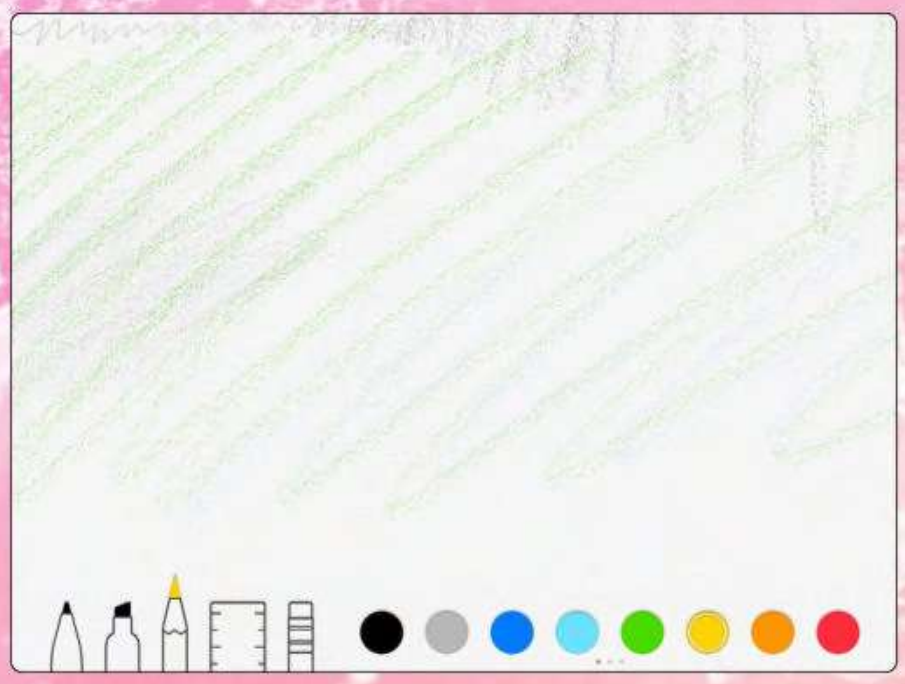
To find out which model iPad you have, go to **https://support.apple.com/en-gb/HT201471**.



Using Your Apple Pencil

With the Apple Pencil connected, you can use it just like a finger. Tap the screen to select icons, buttons and other interface items. You can combine Apple Pencil taps with finger taps to interact with your iPad.

You can use an Apple Pencil purely as a finger substitute, but to get the most from it, you need to use an app with Apple Pencil support. The best one to start with is Apple's own Notes app. Create a New Note and tap the Draw icon (just above the 'delete' key). At the bottom of the Notes app is a selection of pen-and-pencil styles and a range of colours from which to choose. Tap these and draw on the screen with the Apple Pencil. The firmer you press on the Apple Pencil, the broader and more pronounced the stroke.



Side to Shade

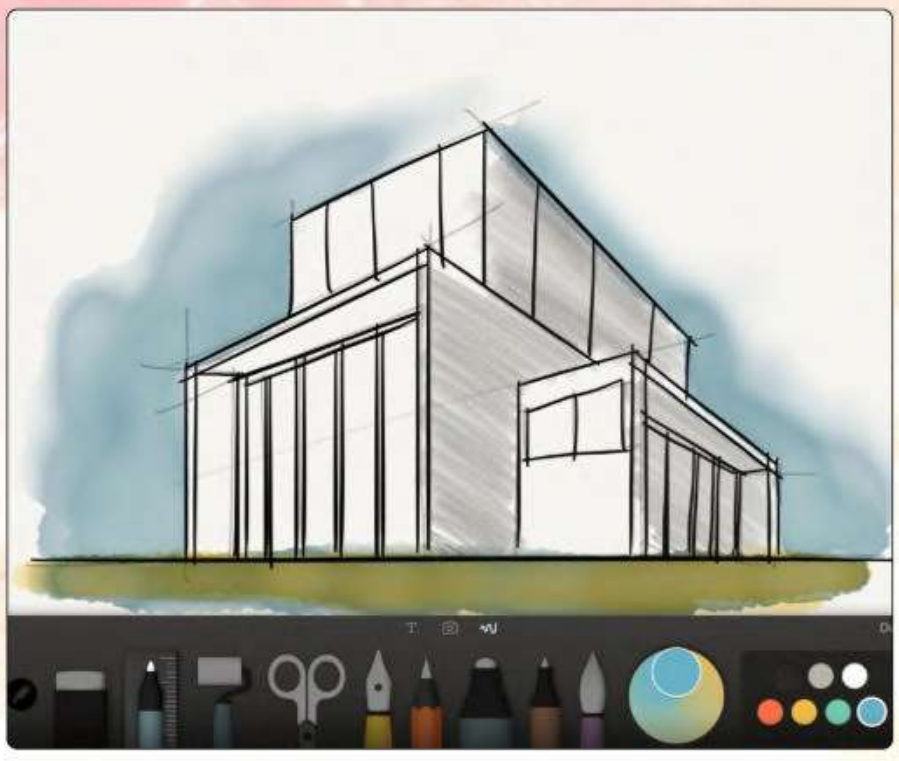
An interesting trick the Apple Pencil has up its sleeve is the shade function. Try drawing on the screen with the side of the Apple Pencil nib. This angle creates a shaded effect as if you were shading in with a regular pencil. Don't worry about resting your palm against the screen when sketching either as the iPad features a palm-rejection technology that detects which part of your hand is resting on the screen and ignores it where necessary.

Unlike other digital pencils, the Apple Pencil doesn't have a built-in eraser but most drawing apps have an eraser as an option. Tap the Eraser tool in Notes, for example, and now when you draw on the screen with the Apple Pencil you will remove elements you have previously drawn.

The Paper App

Apple's Notes app is a great place to start, but when you're ready to take things further, try 53's Paper app (fiftythree.com). We find it to be the best reproduction of a pencil and paper available on any tablet device. It has a much wider range of brushes and colours than Apple's Notes. Straight lines can be a challenge, and different apps have different approaches to a ruler. In Paper, the Shape tool lets you draw shapes (lines, arrows and circles) and they are automatically straightened up. It's quite instinctive after a few goes.

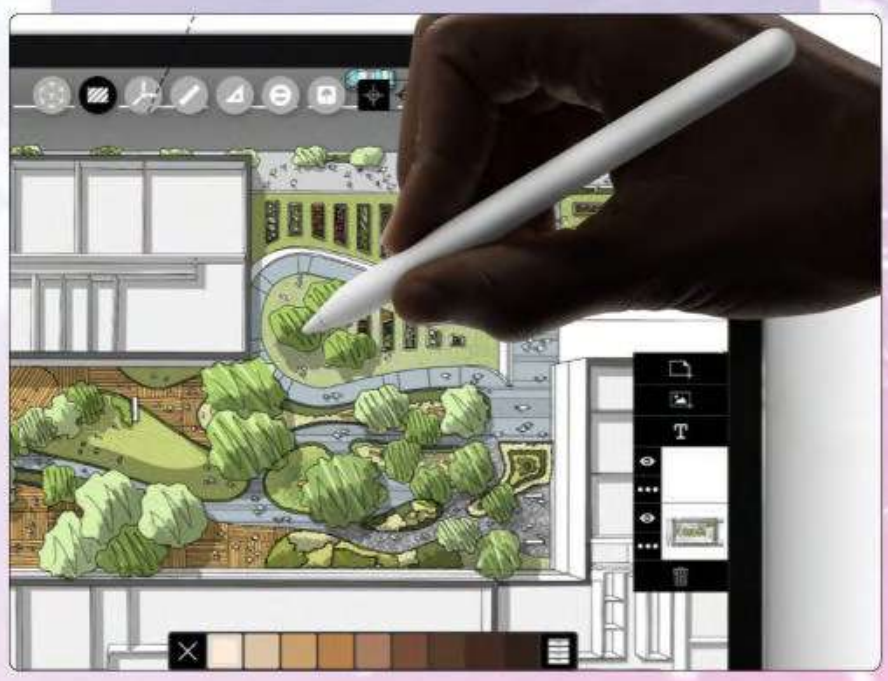
A great trick in Paper (and other apps) is to import images from the Photo Library and then draw over them. Tap the Photos icon and choose a picture from your library then sketch over it; you can save images from Safari to your Camera Roll.



more Apple Pencil Tricks

Tap/Gestures.

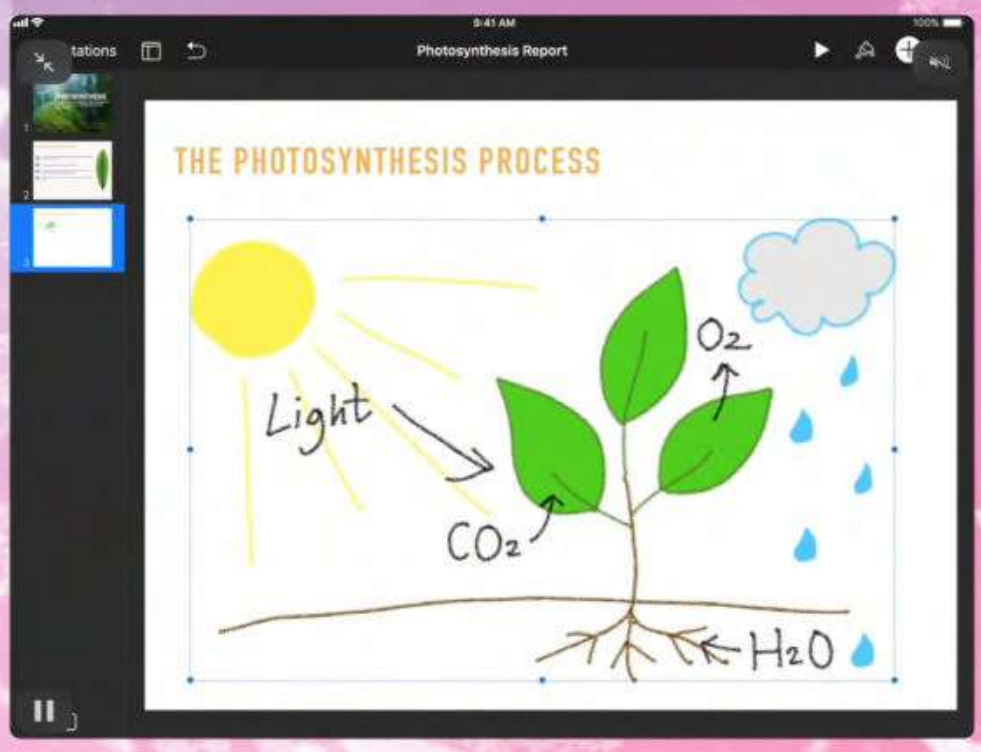
The second-generation Apple Pencil offers a new gesture. To cycle through your drawing tools, you simply double-tap the business end of the pencil with your forefinger. For example, you can change brush sizes or modes and customise the tap feature to focus on the tools you most use.



Apple Pencil with Pages, Numbers and Keynote.

It's possible to use Apple Pencil with the latest releases of the Pages, Numbers and Keynote apps. With the Apple Pencil, you can quickly add drawings and sketches to your word processor documents, spreadsheets and Keynote presentations.

In Pages, tap and hold with the pencil to create a box, resize it to your requirements and draw. You can paste your drawing into a Keynote presentation, and animate it, so it's redrawn on the fly. You can also use the Apple Pencil to write on a Numbers spreadsheet.



Trace an Image

It's entirely possible to trace through a sheet of paper and onto the iPad. As long as you push down firmly, you can draw through the paper and onto the screen. It's best to use reasonably thin paper and not card. It's also possible to draw directly onto attachments (images and PDF documents) in Mail using the Apple Pencil. Tap on an attachment and choose Markup. Now you can draw directly onto the attachment using the Markup tools.

Another great trick in Markup is to add your signature to documents. Tap an attachment in Mail and select Markup. Then tap the Signature icon. Tap Add or Remove Signature and sketch your signature with the Apple Pencil; you can then add it to PDF documents in Mail.

When you've mastered using the Apple Pencil, you should download some truly professional apps for it. One app we don't want you to overlook is Procreate (procreate.si). This app is a fantastic drawing app with full Apple Pencil support.

Scribble!

iPadOS 14 introduces a great new Apple Pencil feature that lets you use handwriting wherever you can enter text.

A common complaint about the Apple Pencil was that it can be annoying to put the Pencil down to type. Switching between the stylus and the keyboard was irritating, especially if you only needed to type a few words; like a search query or a URL. Scribble does away with all that by letting you use your handwriting pretty much everywhere you can enter text. It's then automatically converted to typed words.

All handwriting recognition takes place on the device, so there are no privacy concerns and it works whether you're online or offline. English, traditional and simplified Chinese, and mixed Chinese and English characters are catered for without needing to switch languages; and no doubt other alphabets such as Arabic or Cyrillic will be added with time.

Handwriting recognition has been improved a great deal. Smart Selection uses on-device machine learning to master your own writing and distinguish letters from drawings. Sections of writing can be highlighted, copied, pasted and edited; just like it was typed text. On-board data detectors pick up on telephone numbers and addresses too, so you can call by tapping a handwritten phone number or look for directions to a scribbled address.

With iPadOS 14, you can use your Apple Pencil to write in a text field, and have it convert into typing.

Improvements Made in the Previous Version of iPadOS

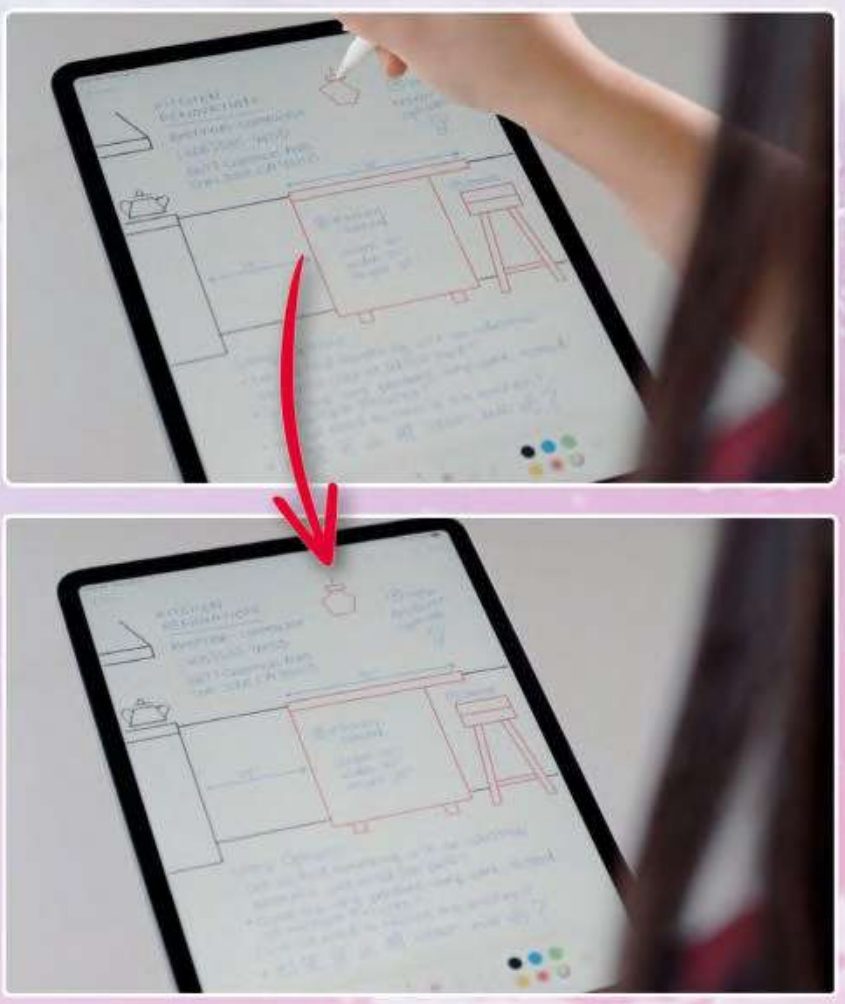
- **Before iPadOS, the Apple Pencil had a latency of 20ms, that is, it took the iPad 20 milliseconds to recognise an input from the pencil. iPadOS took it down to 9ms.**
- **For developers, Apple introduced 'PencilKit', a programming framework that makes it incredibly easy for third-party developers to include Pencil support in their apps.**
- **The Pencil Palette gained a new pixel eraser for greater precision when erasing Pencil strokes. It can be placed anywhere on the screen now, instead of being fixed at the bottom.**
- **You can take screenshots with an Apple Pencil by swiping up from the bottom-left or bottom-right of the screen.**

More Scribbling!

Let's take a look at what else you can do with the Scribble feature.

Draw Shapes.

If you draw a regular shape using your Apple Pencil, it's automatically converted into a geometrically sound graphic. As soon as you lift the pencil, the shape is automatically reshaped, like the hexagon lampshade drawn here. The new, geometric shape retains the size and angle of the one you drew.



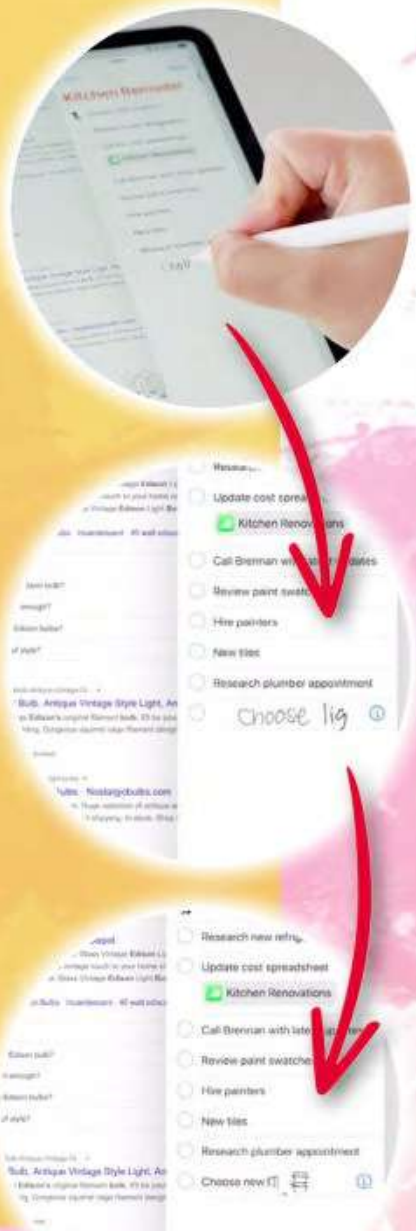
Handwriting Selection.

Handwriting can now be selected in the same way as typed text. You can double-tap to highlight a single word and double-tap again to select a line. New Machine Learning tools allow the iPad to recognise the words without taking in drawings and doodles as well. When you've selected a piece of text, you can make editing changes such as altering the colour or pull it down on the screen to give you more room to write. Just the thing if you need to add something in the middle of a handwritten page.

Write in Text Fields

You can also use the Apple Pencil to write in text fields such as the URL bar in Safari or a search field in any app. You just write whatever it is you need to write into the text field using Apple Pencil and your own handwriting, then it's automatically converted into text. It's a lot less hassle than having to put down your pencil just so you can type a couple of words.

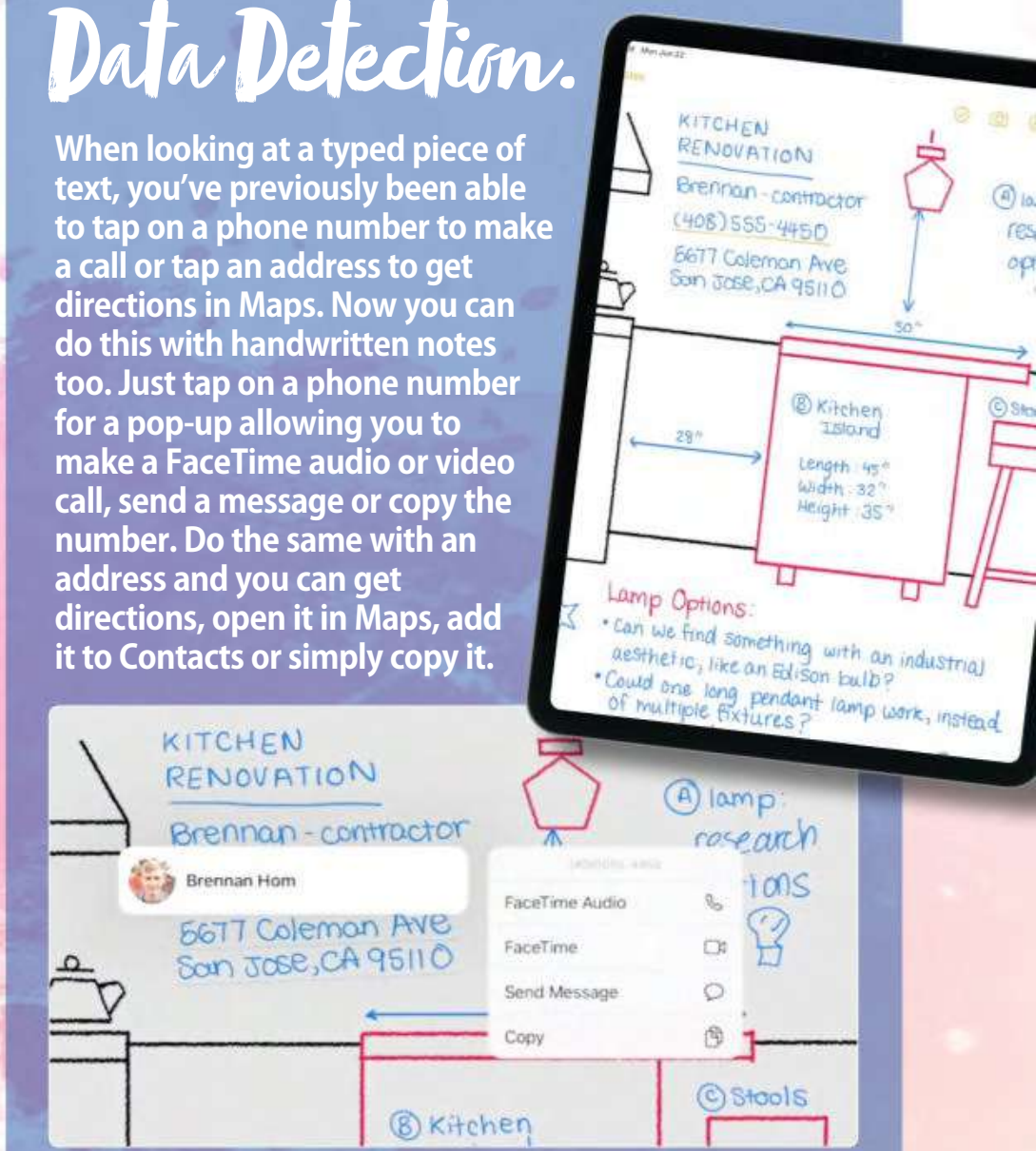
Apple Pencil in Apple Apps.



You can use Apple Pencil to write in any text field, including those in Apple's apps. In Reminders, for example, you can add a new reminder with your Apple Pencil and have it convert into text. It doesn't only work for languages that use the English alphabet either. You can also use traditional and simplified Chinese characters and even mix them in the same piece of text.

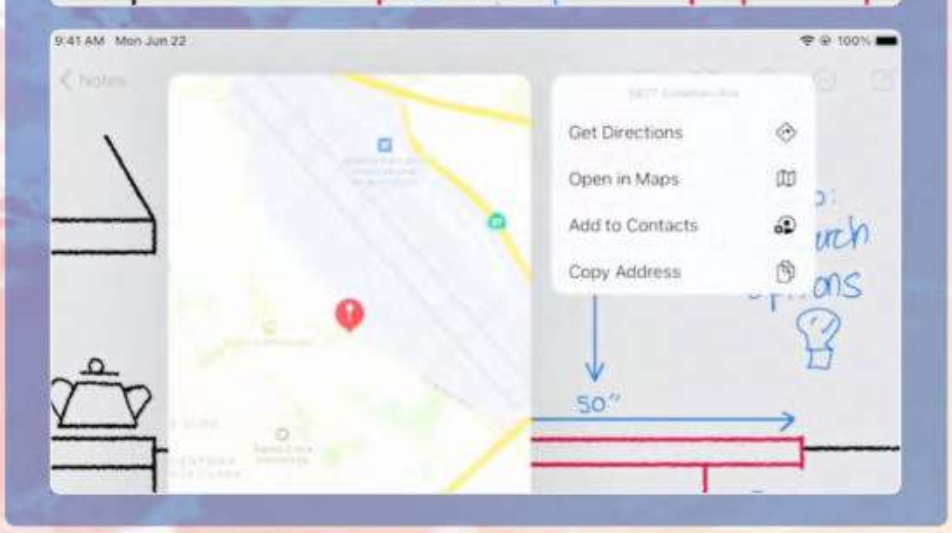
Data Detection.

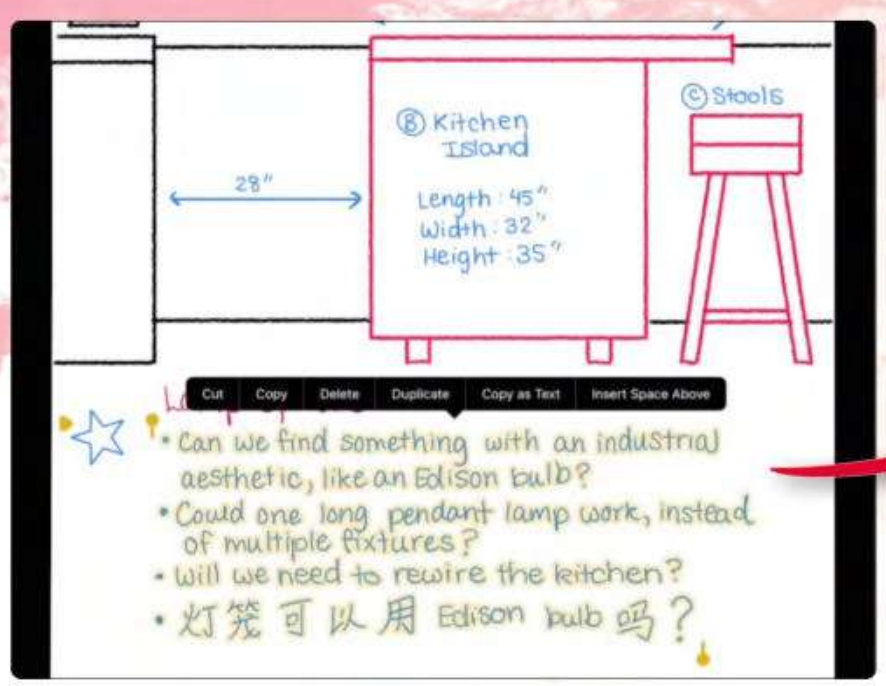
When looking at a typed piece of text, you've previously been able to tap on a phone number to make a call or tap an address to get directions in Maps. Now you can do this with handwritten notes too. Just tap on a phone number for a pop-up allowing you to make a FaceTime audio or video call, send a message or copy the number. Do the same with an address and you can get directions, open it in Maps, add it to Contacts or simply copy it.

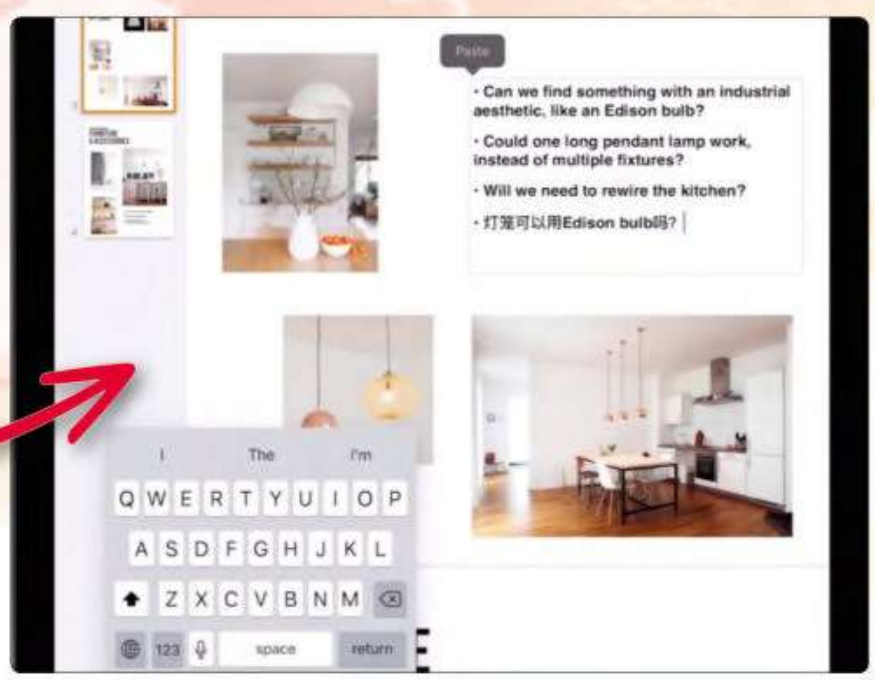


Copy and Paste Writing

After selecting a piece of handwritten text, a contextual menu appears. There's a new option; Copy as Text. Tap on this and it's copied. You can then paste it into another app, where it appears as typed and editable text.






Paste
• Can we find something with an industrial aesthetic, like an Edison bulb?
• Could one long pendant lamp work, instead of multiple fixtures?
• Will we need to rewire the kitchen?
• 灯笼可以用Edison bulb吗?
Q W E R T Y U I O P
A S D F G H J K L
Z X C V B N M
123
space
return

Going Further with Your iPad and iPadOS.

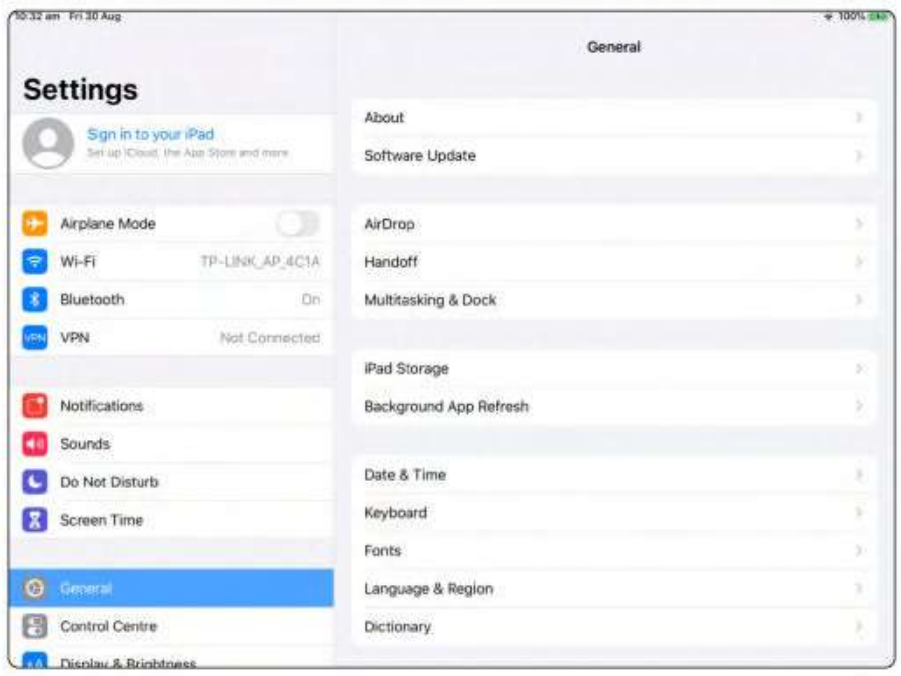
When you’re ready to take things further, we show you some of the iPad’s more advanced features. Did you know your iPad can multitask, using more than one app on the screen at once? Or that you can store documents and data in the cloud with iCloud Drive? Or that you can customise your iPad’s screen and sounds? We show you how to do all this and even more.

Learn more >

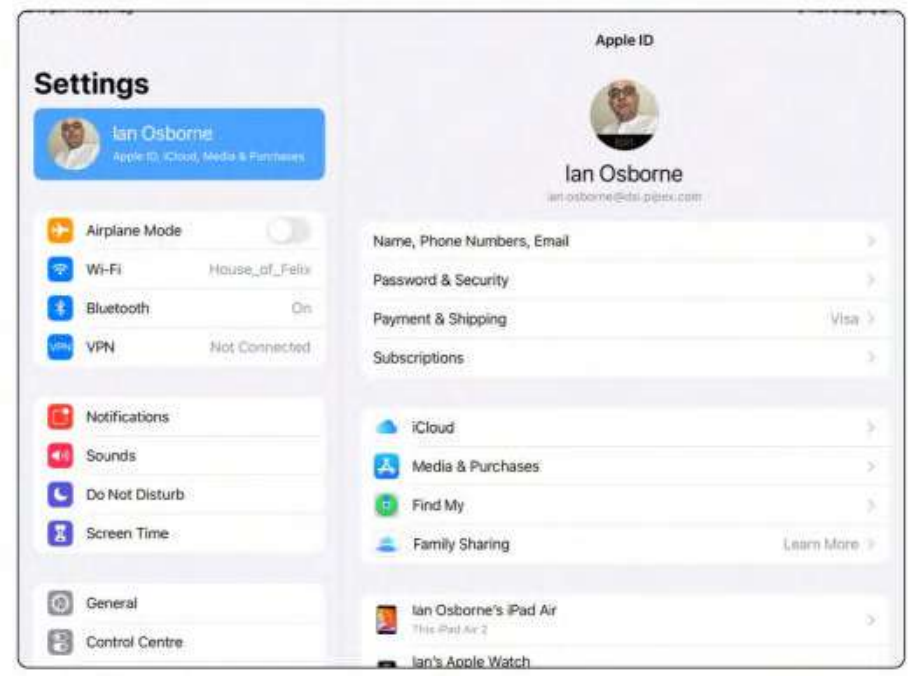
iCloud Drive
Cloud Feature

iCloud is Apple's cloud computing service. You can sync information and files across your Apple devices using iCloud and even access some of them on the Internet. You can also use it to back up your iPad too. Here's how.

An Introduction to iCloud



1 You receive an iCloud account, with a complimentary 5GB of online storage space, with your Apple ID. Open the Settings app; at the top of the sidebar, you should see your name. If you don't, you need to sign in with your Apple ID; tap the Sign in to your iPad link to do so.



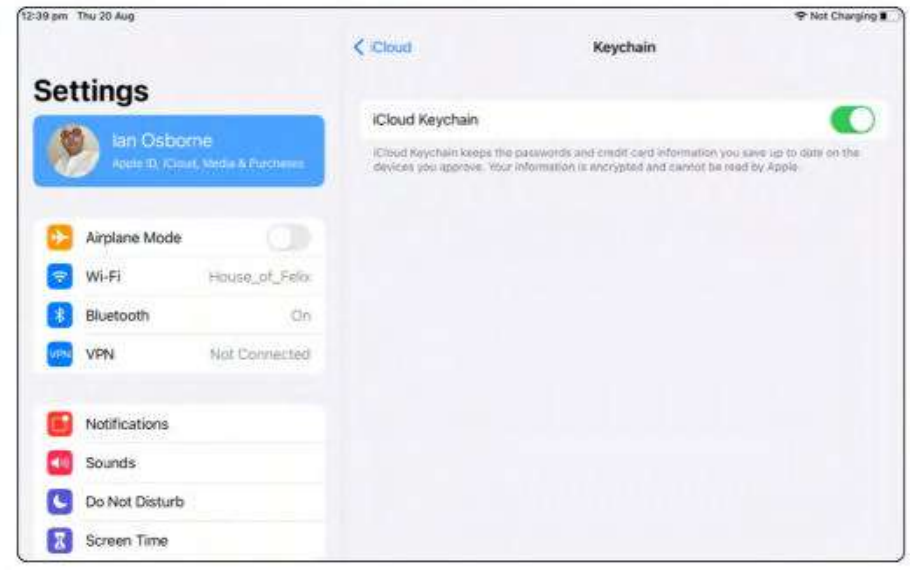
2 To use a photo with your Apple ID and iCloud account, tap the grey circle at the top of the right hand column and then take or add one from your Photos library. If you don't have one yet, just leave it; you can come back and take or add one whenever you choose.

3 In Settings > [your name], tap the iCloud link for a list of apps that can be kept in sync with iCloud. If an app in this list is switched on, it means changes you make on one Apple device are also made on all your other Apple devices signed into the same iCloud ID.

4 For example, if you have Calendar switched on in this list, and then enter a new Calendar event using your iPad, it is also shown on your iPhone and Mac, if they're signed into the same Apple ID. In Calendar's case, it's also available online at www.icloud.com.

Settings
Ian Osborne
Apple ID, iCloud, Media & Purchases
Airplane Mode
Wi-Fi House_of_Felix
Bluetooth On
VPN Not Connected
Notifications
Sounds
Do Not Disturb
Screen Time
iCloud
Photos
iCLOUD
iCloud Photos
Automatically upload and safely store all your photos and videos in iCloud so you can browse, search and share from any of your devices.
Optimise iPad Storage
Download and Keep Originals
If your iPad is low on space, full-resolution photos and videos are automatically replaced with smaller, device-sized versions. Full-resolution versions can be downloaded from iCloud at any time.
Upload to My Photo Stream
Upload your last 30 days of new photos and view them on your other devices using My Photo Stream. Photos from other devices can be viewed in the My Photo Stream album, but are not automatically saved to your library.
Shared Albums
Create albums to share with other people, and subscribe to other people's shared albums.

5 iCloud Photos lets you sync your photographs over iCloud, and optimise storage space by keeping the full-resolution versions on the cloud while displaying smaller versions on your iPad. You can use shared albums too. If you wish to use iCloud Photos, switch it on.

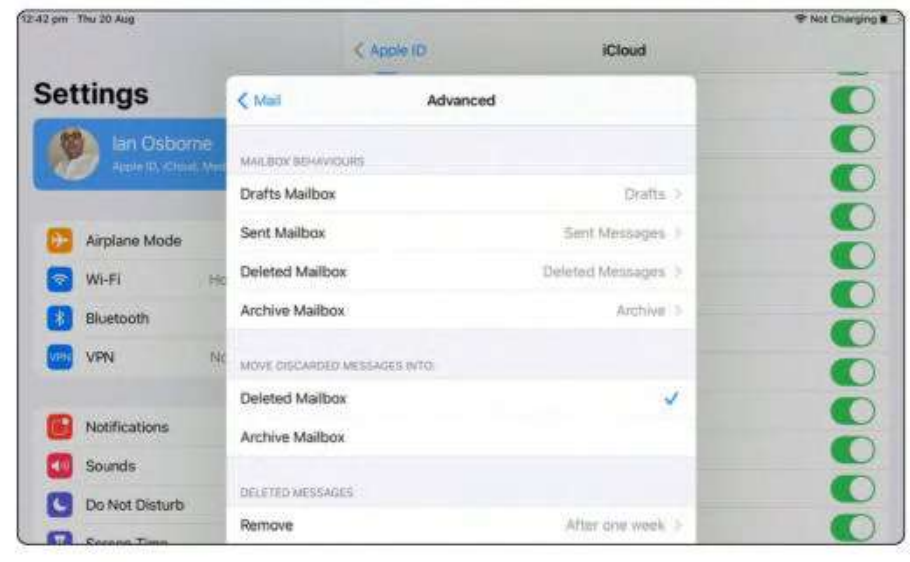


6 Tap the Keychain link and you can turn on the iCloud Keychain service here. This stores things like passwords, usernames and credit card information; for example, when you log on to an online forum, you won't need to keep typing your details every time.

7 The Backup option lets you automatically back up your iPad whenever it's switched on, plugged into a charger and connected to the Internet over Wi-Fi. It's a great option for hassle-free backups. You can also trigger an immediate backup on this screen too. Just tap the Back Up Now link and your iPad is backed up straight away.

8 Further down the list, you see all of the Apple apps you've installed on your iPad, such as Designer, Dropbox and iKlips (assuming you have these apps, of course). You can sync these with iCloud too; once again, just tap their switch to turn syncing on. Further down still are third-party apps that can be iCloud-synced.

9 Some apps allow other users to find you, using your Apple ID. If this applies to an app you have on your iPad, it will ask permission to do this, after which it can be found in this section, labelled 'Look Me Up'. Tap this link to edit the list of apps that can use this function on your iPad.

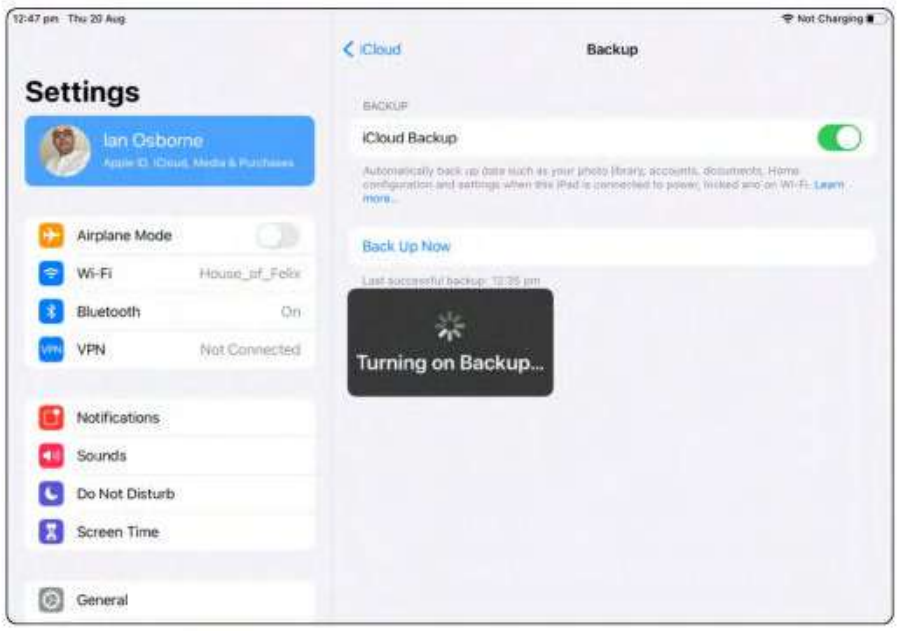


10 The Mail option towards the bottom of the screen shows the details used for your iCloud email account; this is automatically configured in the Mail app. You can change some of the advanced settings relating to the mailbox behaviours if you wish; take a look and explore the options.

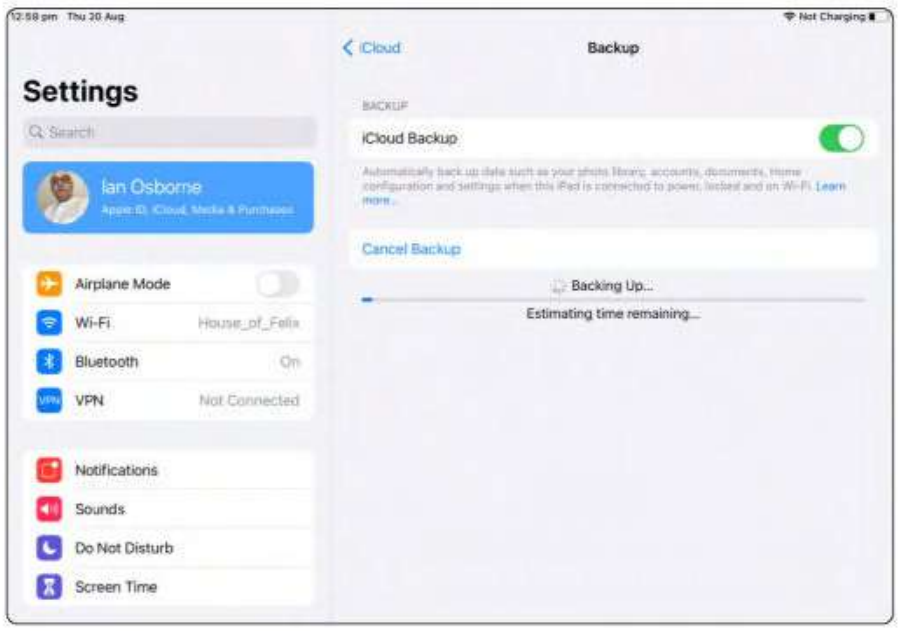
iCloud Backup

1 You can back up your iPad to the cloud, if you wish. In Settings > [Your Name] > iCloud, scroll up until you see the iCloud Backup option, which is found at the foot of the 'Apps using iCloud' section. Tap it.

2 If you want to back up to iCloud, your iPad won't automatically back up in Finder when you connect it to your computer and sync (though you can, of course, manually back up in Finder).

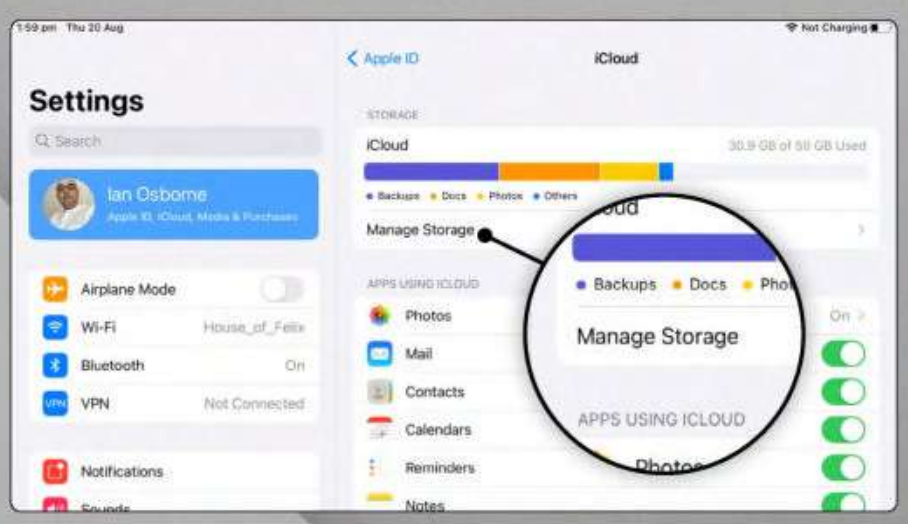


3 This switches on the iCloud Backup feature. Now, when your iPad is: connected to an external power supply, like a computer or your charger, online with Wi-Fi, and locked, it automatically backs up.

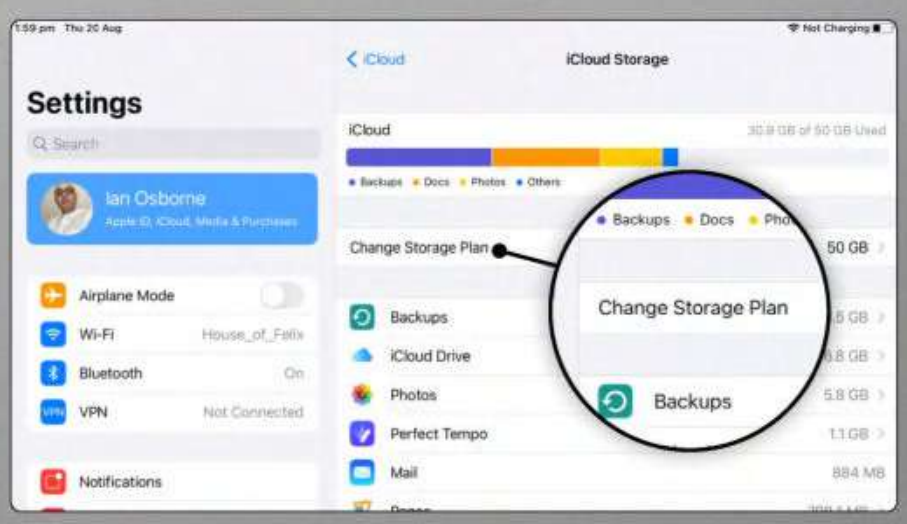


4 There's also an option on this screen to Back Up Now. This backs up your iPad immediately, and is useful if you've not backed up in a while or are about to upgrade the operating system. Tap it to back up.

Subscription Upgrades.

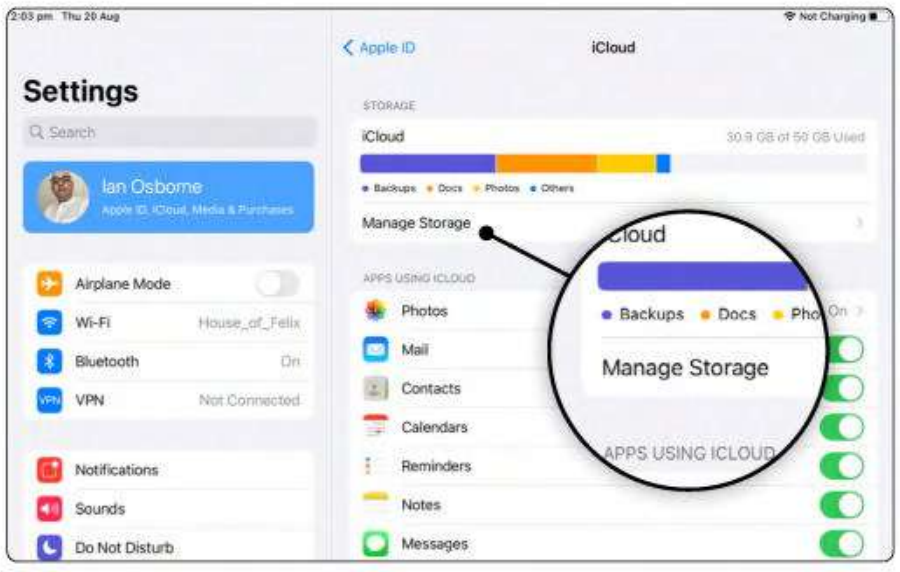


1 Go to Settings > [Your Name] > iCloud; at the top of the screen, tap the Manage Storage link to take you to the iCloud Storage screen.



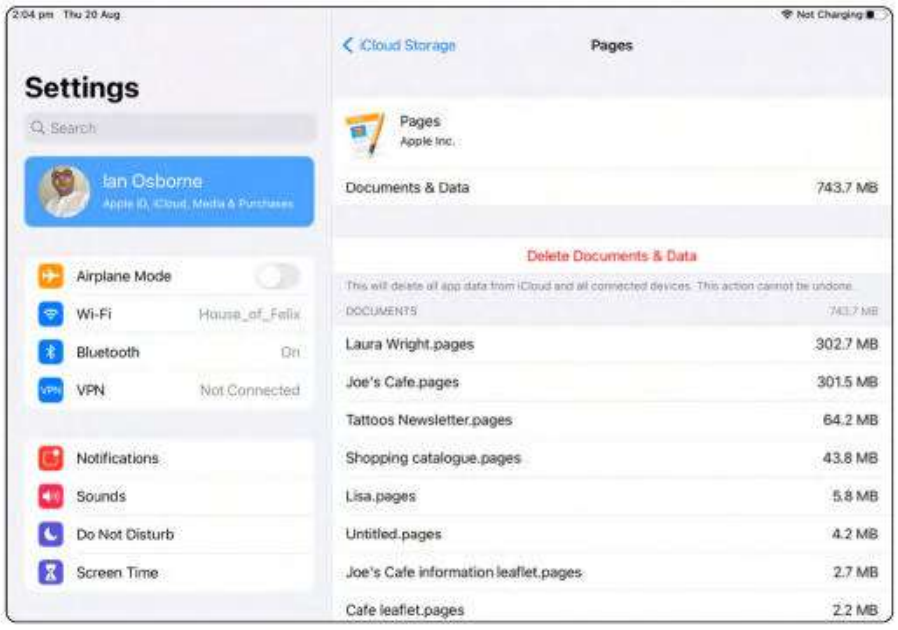
2 At the top of this screen is a link titled 'Change Storage Plan', which also shows how much storage you have available at the moment. Tap it.

Manage Storage Option



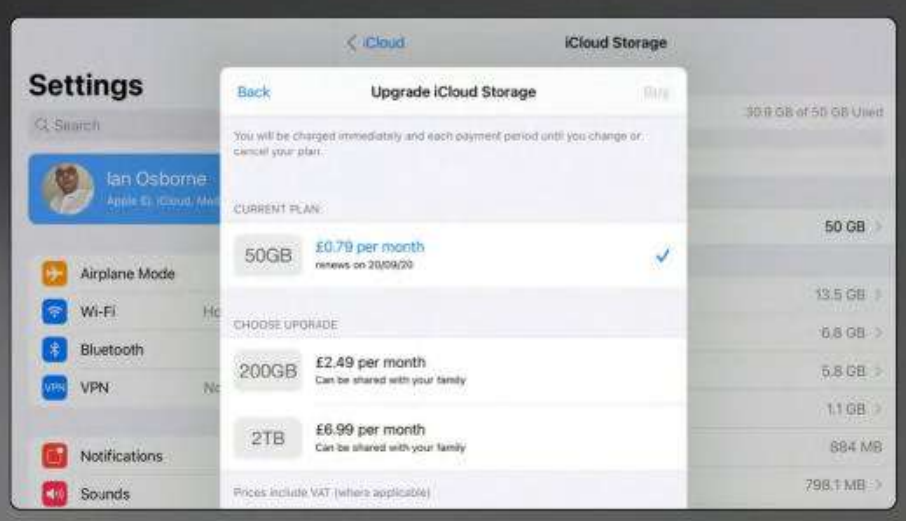
1 In Settings > [Your Name] > iCloud, at the top of the screen is a line chart showing what your iCloud online storage is being used for, and how much space you've got left. Under this graph is a link labelled Manage Storage.

2 Tap the Manage Storage option. You see a list of applications that are storing data on iCloud and how much space this data is taking up, as well as your iCloud Drive, and your Backups, if they're stored on iCloud.

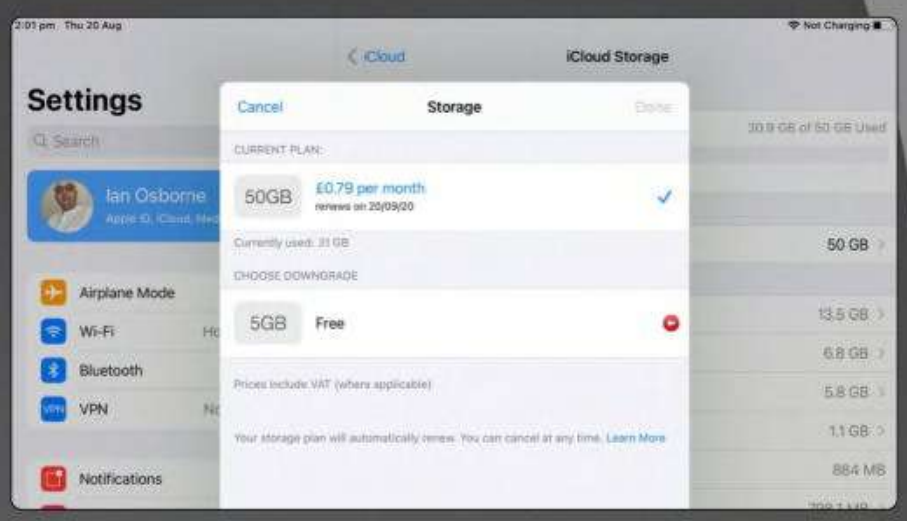


3 Tap one of the apps. Many applications, such as Pages (seen here), show individual documents or files that you have stored on iCloud. You can delete them by swiping left and tapping the Delete button.

4 Some apps don't split their data into individual files that you can delete individually, but rather let you delete everything at once (an option that's available in all apps). It's a great way of freeing up space.



3 You get 5GB of online storage bundled with your Apple ID and it's free of charge but if you want more, you can upgrade to a paid-for monthly plan.

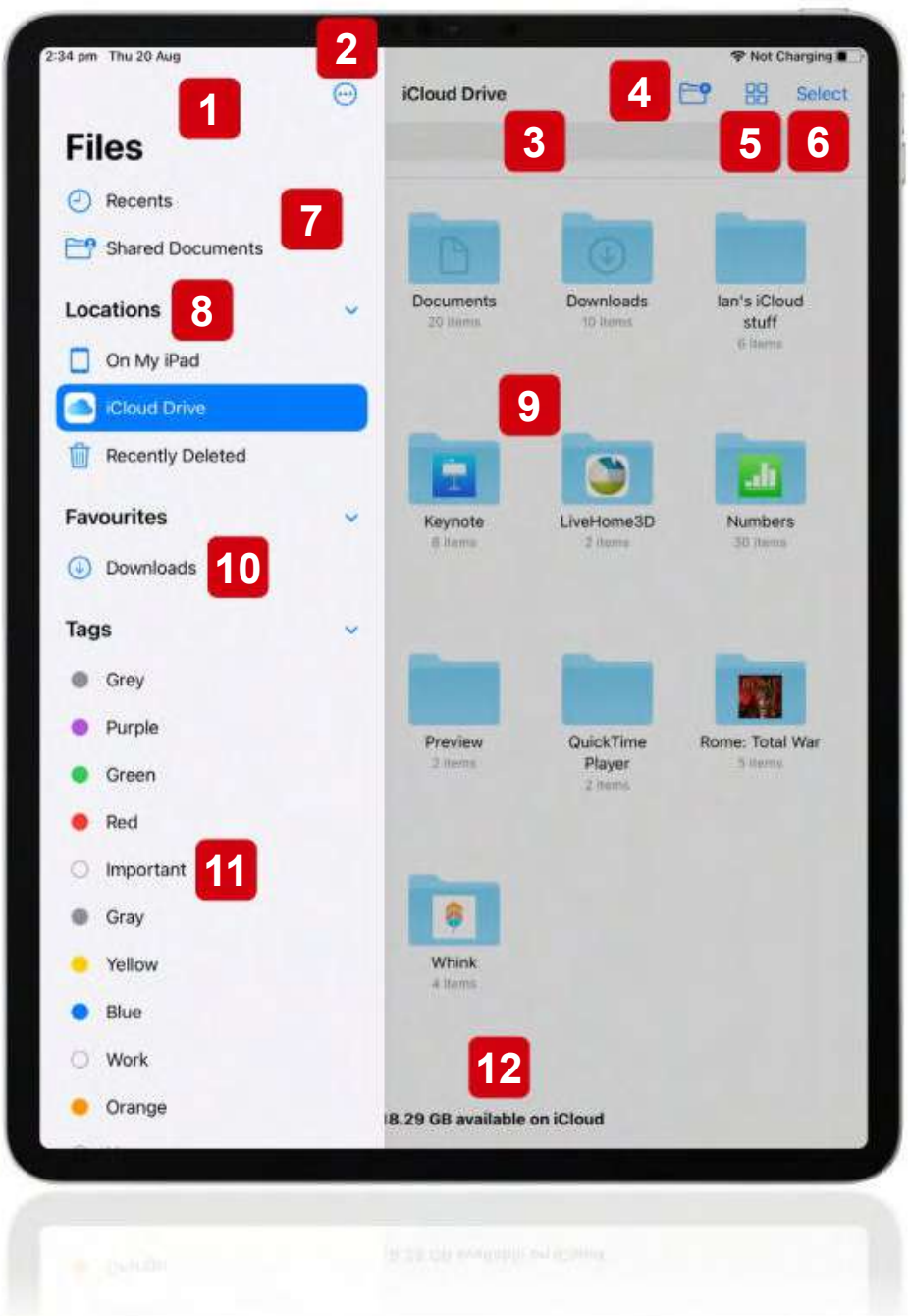


4 If you've bought more storage than you actually need, you can also downgrade to a smaller, cheaper plan if you wish.

Using the Files App
Data Management

The Files app is where you can access documents stored on your iCloud Drive and synced across all your Apple devices. The Files app can read external drives, zip and unzip files and you can share files and folders.

Files App in Focus



1 To get this sidebar, tap the Files link in the top-left corner. To close it, tap the screen off the sidebar. In landscape mode, the sidebar is always visible.

2 The three-dots icon gives you a pop-up menu that lets you scan documents using your iPad's camera, connect to an external server or edit what's available in your sidebar.

3 The Files app has an excellent search facility, which lets you enter multiple search terms, just like on a Mac.

4 Tap here to create a new folder in the currently open window. You can then give it a name – call it whatever you like.

5 The icon found here toggles the current window between showing folders as icons or a list; and whether they're listed according to Name, Date, Size, Kind or Tags.

6 Tap here then tap on files or folders to select them. You can then Share, Duplicate, Move or Delete them using the links that appear at the foot of the screen.

7 At the top of the sidebar are options to view files you recently edited or documents you're sharing.

8 Here you can access folders and files stored on your iPad, iCloud Drive or those you've recently deleted.

9 These are your folders. Tap one to open it.

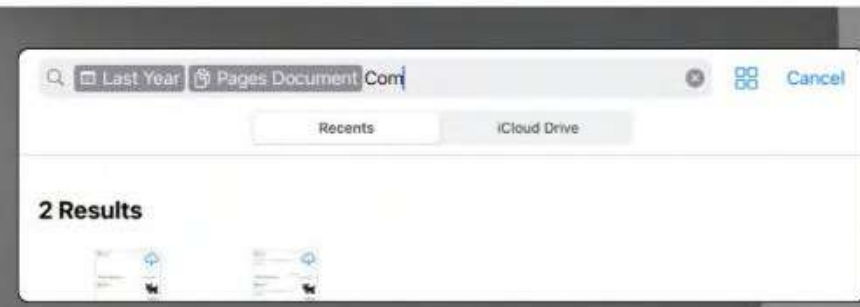
10 Your favourites. If you edit the sidebar, you can drag other locations into this section.

11 You can tag files and folders with colours, so they're accessible here.

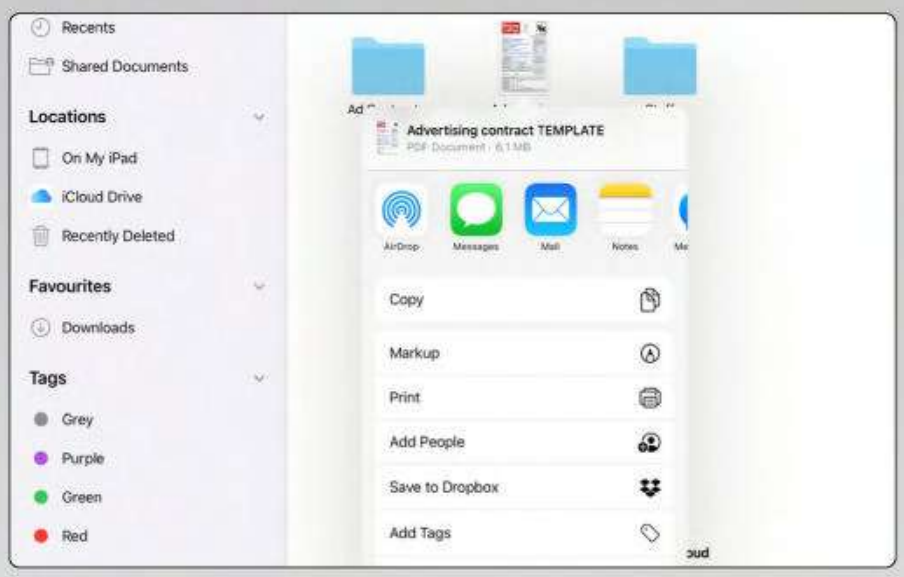
12 This information shows how many items are in your currently open window and how much space is left.

The Search Facility.

You can add multiple terms in a Files search. Here we entered 'Last Year' for documents we've edited in the last 12 months, 'Pages Document' to limit the search to data created by that app and then typed what it is we're looking for.



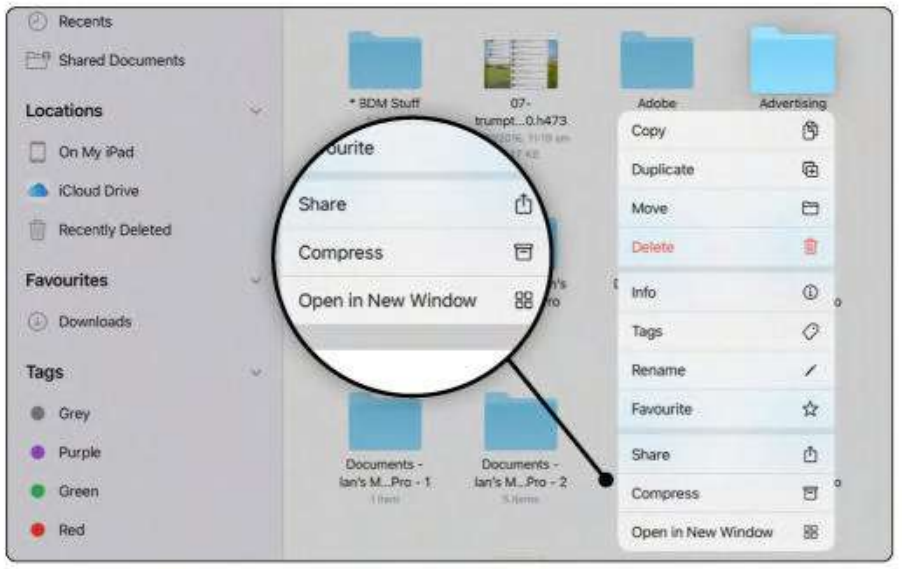
Sharing & Collaboration



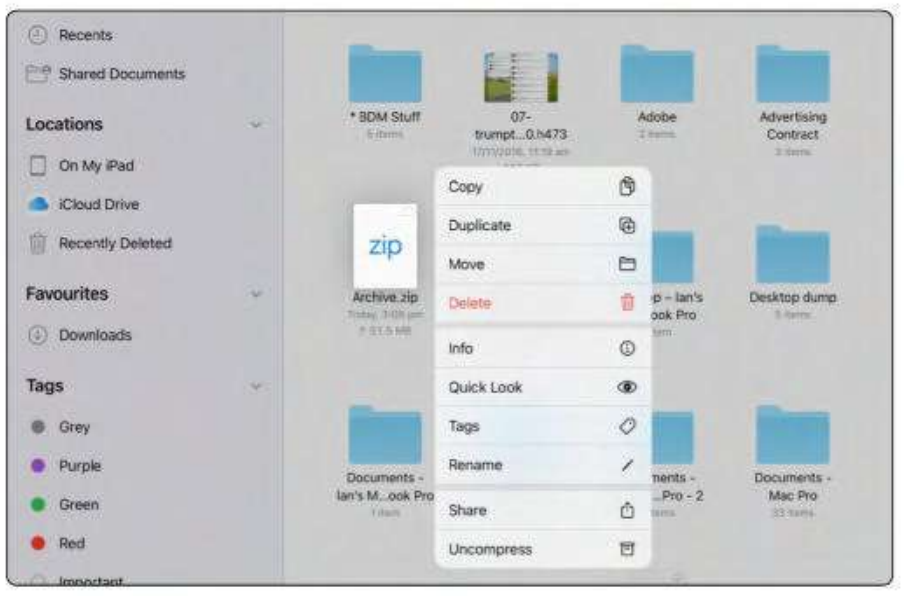
1 To share an individual file, navigate to it in the Files app and tap and hold to get the pop-up menu. You can then share it using Messages, AirDrop, Mail and more. Scroll to Add People and tap it to invite someone to collaborate on it, with edits visible to all.

2 You can share and collaborate on a folder as well as an individual file. To do so, tap and hold on the folder, choose the Share option and then either share the folder (so the recipient gets a copy of it) or Add People, which lets you invite people to collaborate on it.

Compressing Files



1 You can compress a folder by tapping and holding it and then selecting Compress from the pop-up menu. You can compress a group of files by selecting them and then tapping the More link in the bottom right corner, then selecting the Compress option.



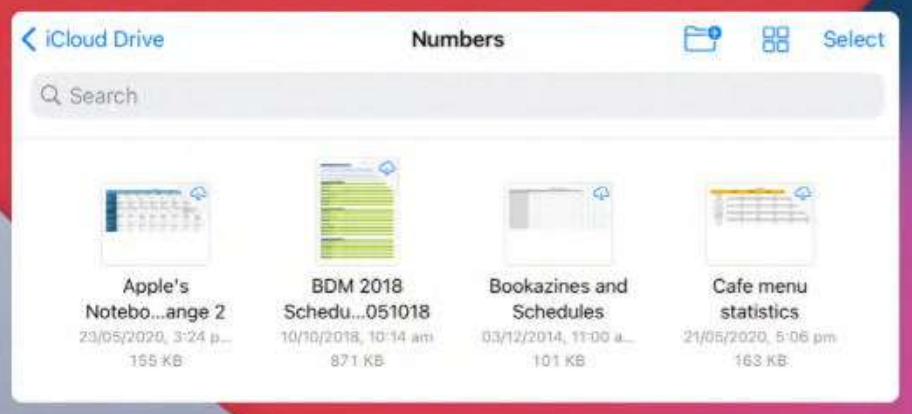
2 A compressed archive is shown as a Zip file. Tap to uncompress it or tap and hold it for the pop-up menu, which again lets you carry out a range of tasks. Zipping files and then tapping the pop-up's Share option is great for sending a group of files by Messages, email or more.

External Drives.

If you connect an external drive to your iPad, its contents are accessible through the Files app. With iPadOS 14, you can use a hard drive that uses APFS encryption. To access the hard drive's contents, you need to enter the password you used to encrypt it.

The Cloud Icon.

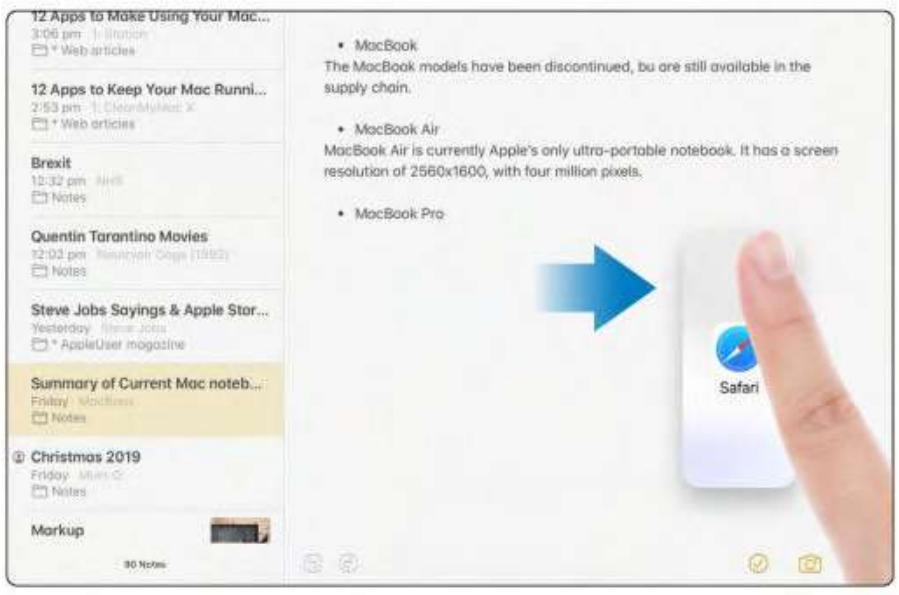
If a document is stored on your iCloud but not on your iPad, there's a Cloud icon in the top right corner of its thumbnail. Tap the thumbnail to download the document to your tablet and open it, so you can edit and modify it on your iPad, with your changes synced to iCloud.



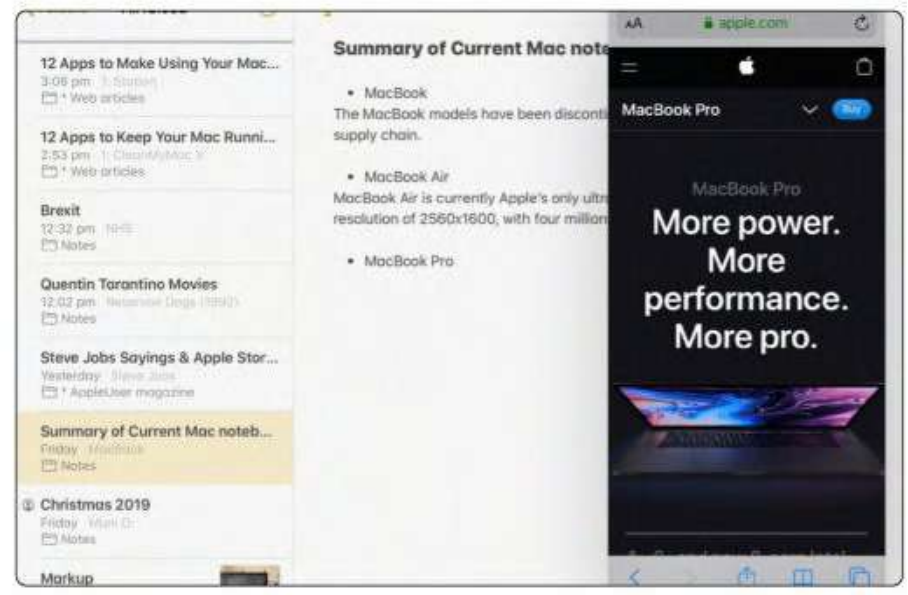
iPad Multitasking
Improve Productivity

With the latest version of the iPadOS operating system installed, your iPad can multitask; that is, run two apps side by side and have them visible on the screen at the same time. It can even open the same app twice. Although your iPad must be recent enough to use multitasking.

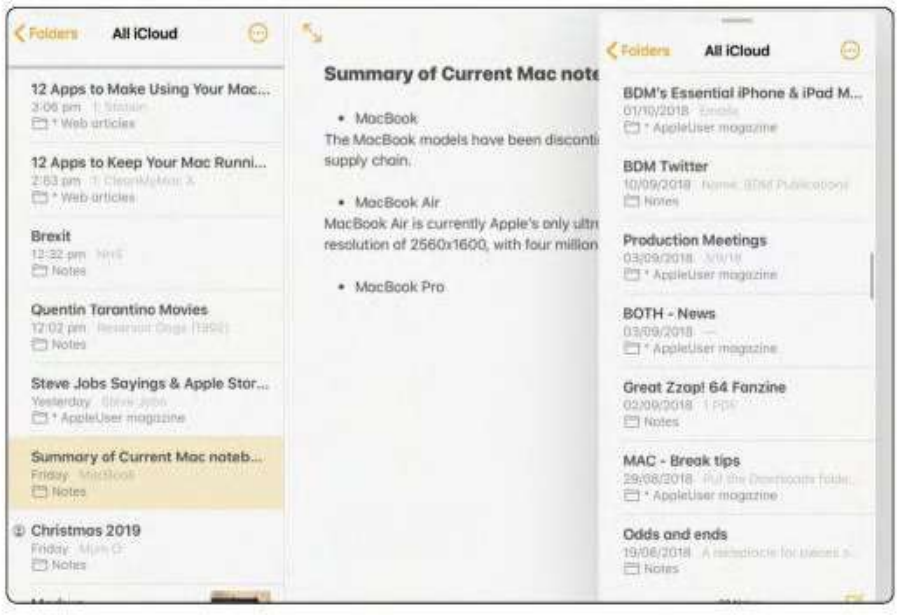
Slide Over


12 Apps to Make Using Your Mac...
12 Apps to Keep Your Mac Runni...
Brexit
Quentin Tarantino Movies
Steve Jobs Sayings & Apple Stor...
Summary of Current Mac noteb...
Christmas 2019
Markup
• MacBook
The MacBook models have been discontinued, bu are still available in the supply chain.
• MacBook Air
MacBook Air is currently Apple's only ultra-portable notebook. It has a screen resolution of 2560x1600, with four million pixels.
• MacBook Pro
Safari

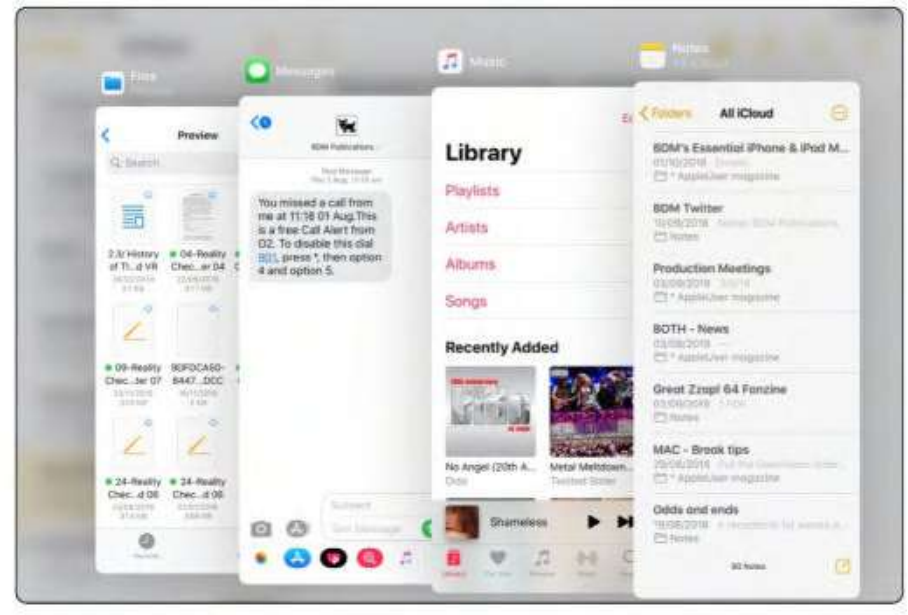
1 When using an app, you might find you need access to a different app, maybe to look up or transfer some information. Swipe up from the foot of the screen to access the dock, then drag another app to the side of the screen, as shown.



2 Let go of the new app, and it's shown on a card-like window. With the grey line at the top of this window, you can drag it across the screen or to the side, from where it can turn into a Split Screen app for another sort of multitasking.



3 To close the sidebar app, simply swipe it off the right hand side of the screen or tap the main app. You can open several apps at once as Slide Over cards and you can even open the main app a second time. Here we have Notes as the main app and also in a sidebar.



4 If you have more than one Slide Over app open, you can switch between them by swiping up from the black line at the foot of the Slide Over app, and then scrolling through them. Tap the one you want, to open it as a Slide Over.

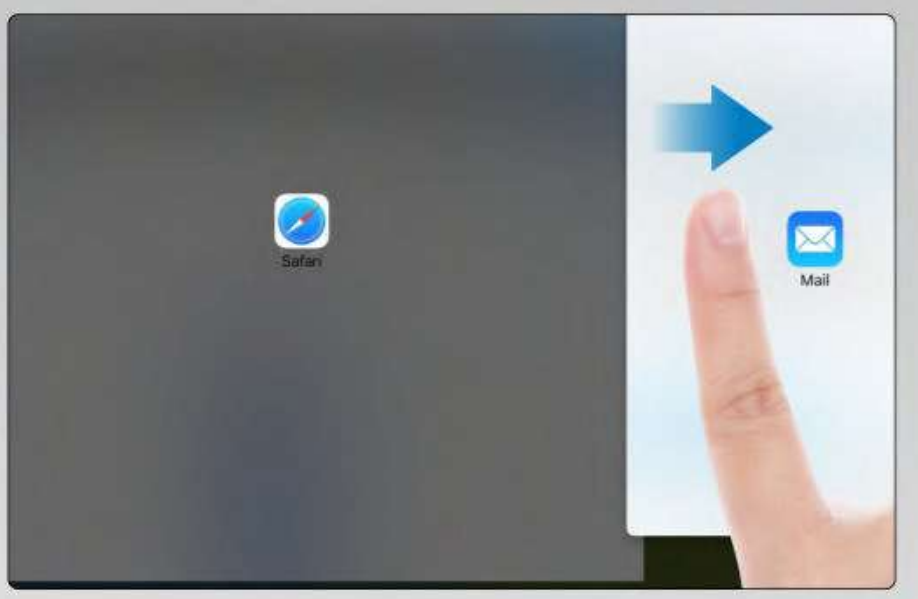
Picture in Picture

1 You can use the iPadOS Picture in Picture mode whenever you're watching a video in a supported app. Look for the button you see here in the Vimeo app, the big square containing a little square in the bottom right corner, as shown here.

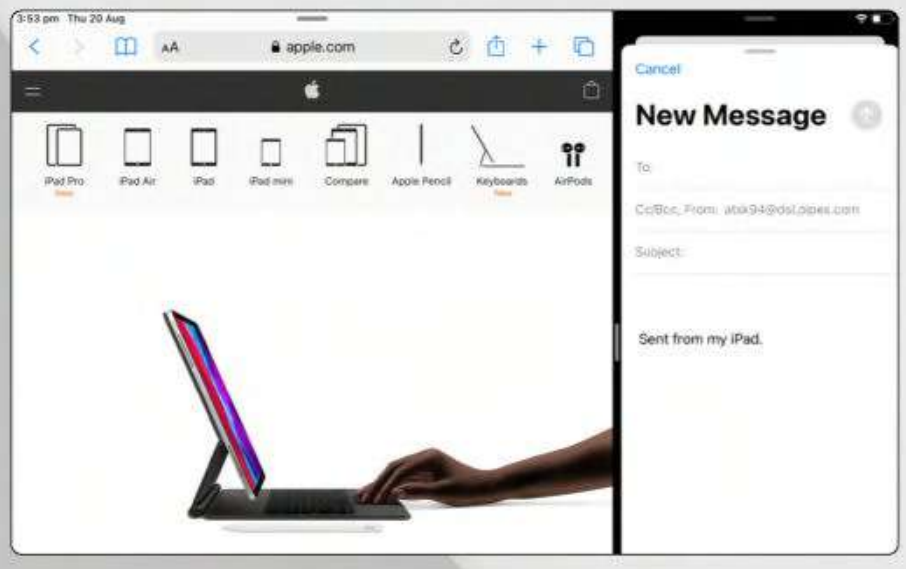
2 Tap that button, and you can watch your video in a window, while you use another iPad app on the screen. Press the Home button to get back to the Home screen, as shown, then open an app of your choice.

3 You can drag the video window to any part of the screen, Pinch and Spread to change its size and tap it to reveal the picture-in-picture controls. They are: close video screen (top left); back to full-screen (top right); pause/play (middle) and scrub (bottom).

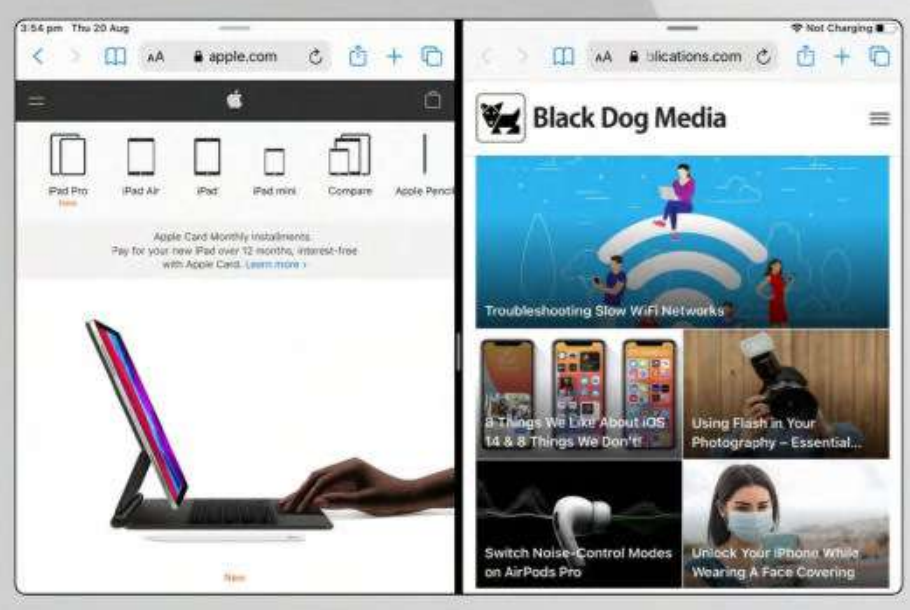
Split View.



1 **Split Screen mode will only work with compatible apps and only when in landscape mode. Open a Slide Over app, as described on the previous page and, using the grey line at the top, drag it to either side of the screen.**



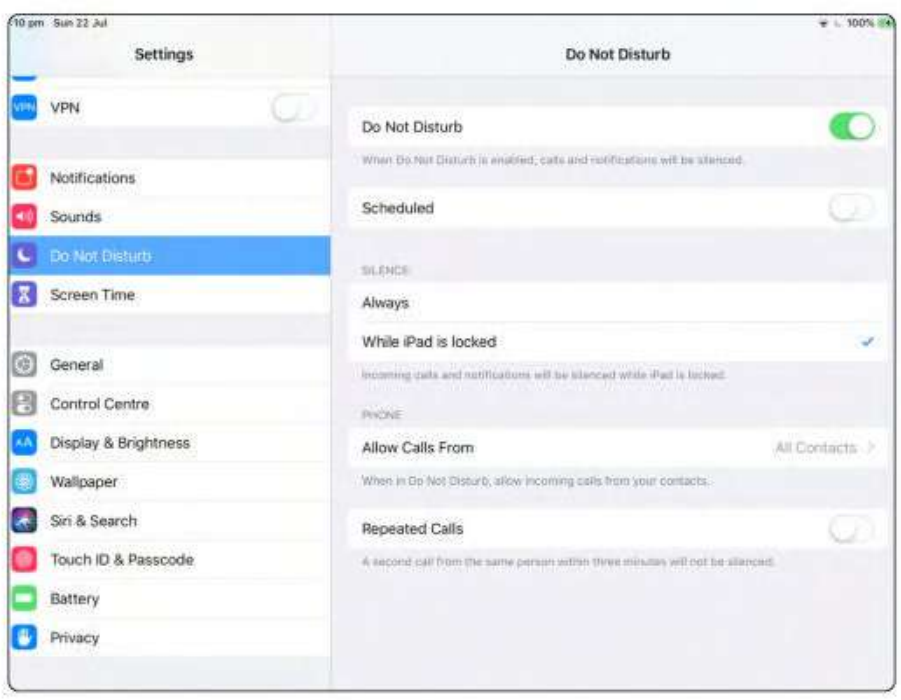
2 **The apps appear side by side. You can resize them by dragging the black line in the centre left or right, to give one or the other a greater portion of the screen. Drag all the way left or right to close one of the apps.**


apple.com
Black Dog Media
Troubleshooting Slow WiFi Networks
8 Things We Like About iOS 14 & 8 Things We Don't!
Using Flash in Your Photography – Essential...
Switch Noise-Control Modes on AirPods Pro
Unlock Your iPhone While Wearing A Face Covering

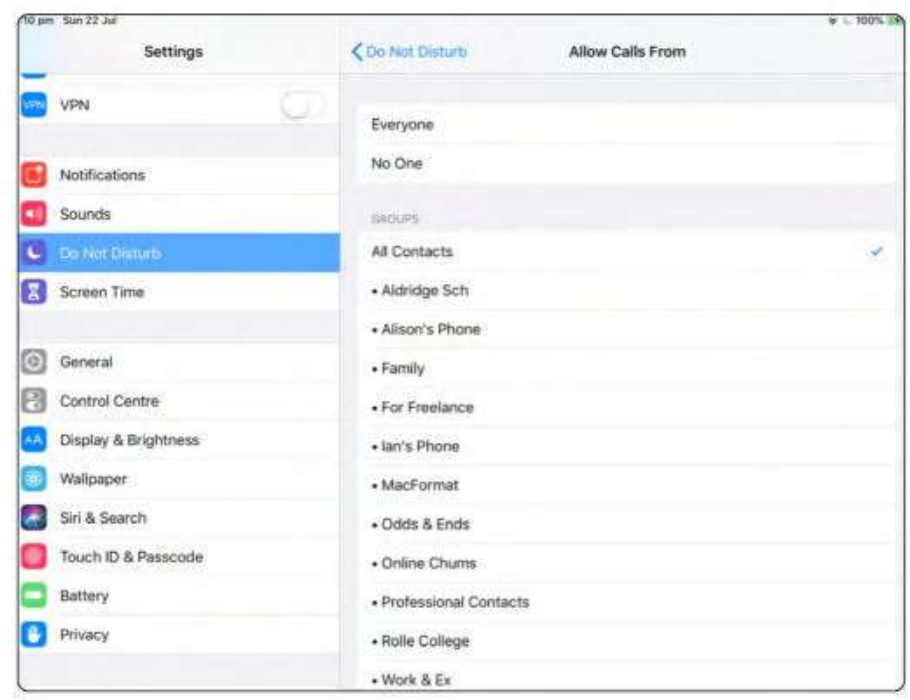
3 **You can also use Split View multitasking to run the same app twice, on both sides of the screen. Here, for example, we're looking at two different Safari pages; Apple's on the left, BDM Publications' on the right.**

Do Not Disturb
For Peace and Quiet

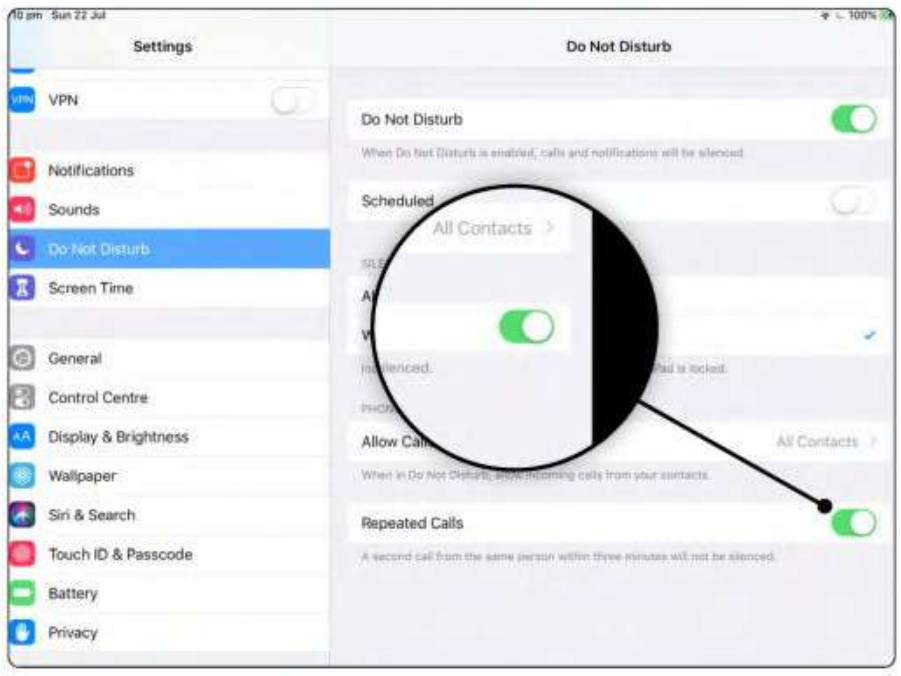
It's easy to switch the Do Not Disturb feature on and off from the main Settings screen or the Control Centre but there's more to it than meets the eye. Here's a guide to both its basic and advanced features.



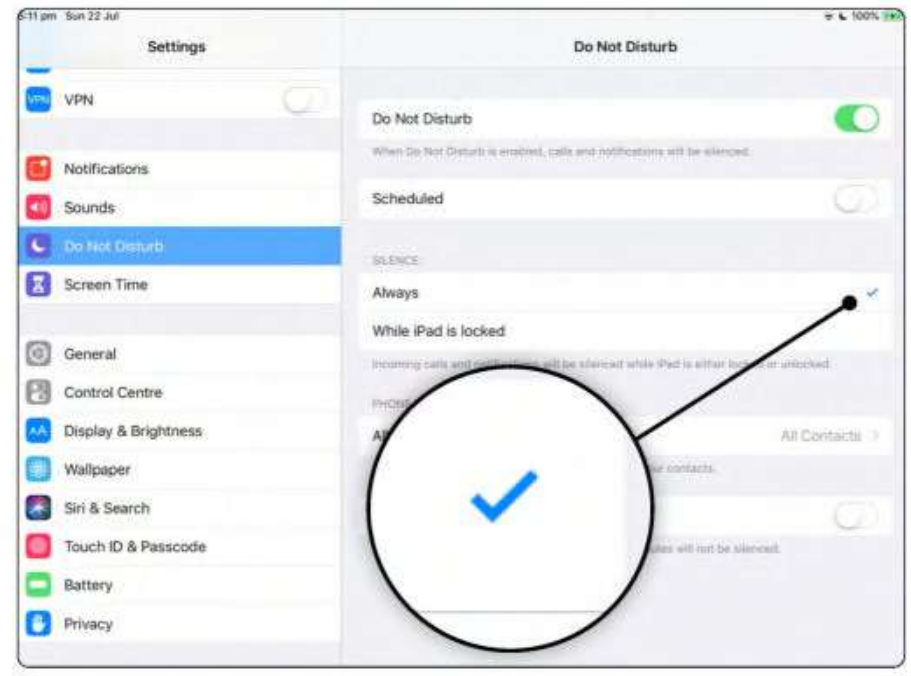
1 Go to Settings > Do Not Disturb. Flick the switch at the top of the Do Not Disturb options screen to activate Do Not Disturb mode. This blocks incoming FaceTime calls and silences incoming alerts and notifications, for when you need peace and quiet.



2 Under the Phone options, you can set it to allow calls from some people to get through. This can be set as everyone, no one or specific groups from your Contacts app. This is a useful option if you only want to block unnecessary calls.



3 You can also set up to allow repeated calls to get through, so if the same person rings you twice within three minutes, the second call is assumed to be an emergency and gets through as normal. To allow this, just tap the switch labelled 'Repeated Calls'.



4 Under the Silence sub-header is an option to silence the iPad at all times when in Do Not Disturb mode, or only when locked. The latter option lets you use your iPad as normal but silences it when you're not using it. A handy feature if you're in a library, for example.

5 When Do Not Disturb is active, a crescent moon icon appears in the top right hand corner of the screen, as shown here. Naturally, this moon disappears when you switch Do Not Disturb off again.

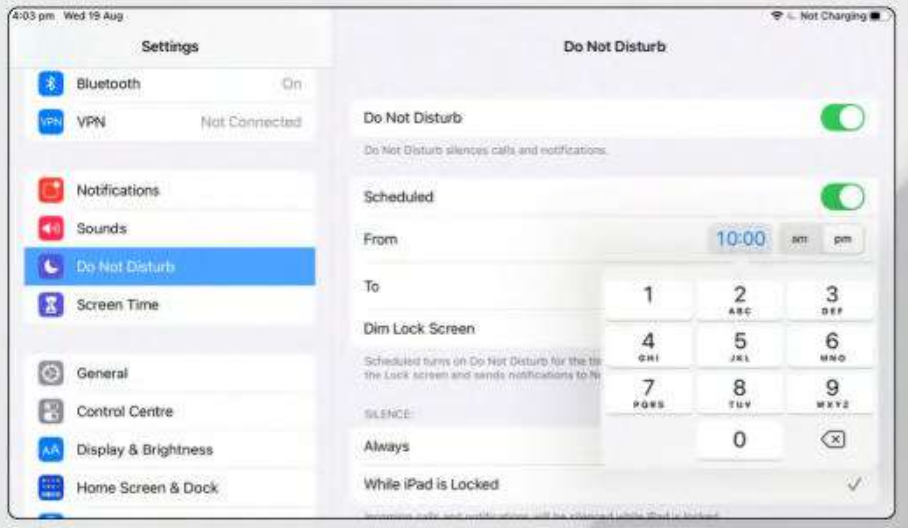
6 One thing that's not silenced by Do Not Disturb is an alarm. If you've set one up in the Clock app, whether a regular alarm or an alert triggered by the countdown timer, it still activates and sounds as usual.

7 The easiest way to activate Do Not Disturb is by using the Control Centre. Swipe up from the bottom of the screen to reveal the Control Centre and tap the Do Not Disturb icon to turn the feature on and off.

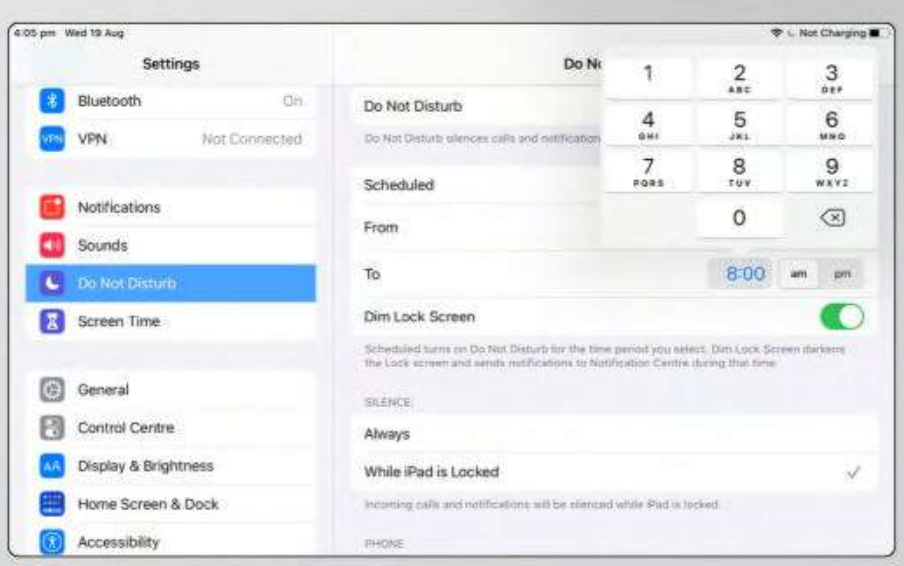
Scheduling and Bedtime.

Not only can you simply switch it on and off, you can also schedule Do Not Disturb to activate and deactivate automatically between certain hours. It lets you plan in advance when you need some peace.

To schedule Do Not Disturb to come on automatically at a certain time and to switch off again at another time of your choice, first of all, open the Settings app. Tap Do Not Disturb, then switch on the Scheduled option.



To set start and end times, tap the time in the From line and type the time you want it to start, then tap the time in the To line and enter the end time. Tap the am/pm switch to change between morning and afternoon.



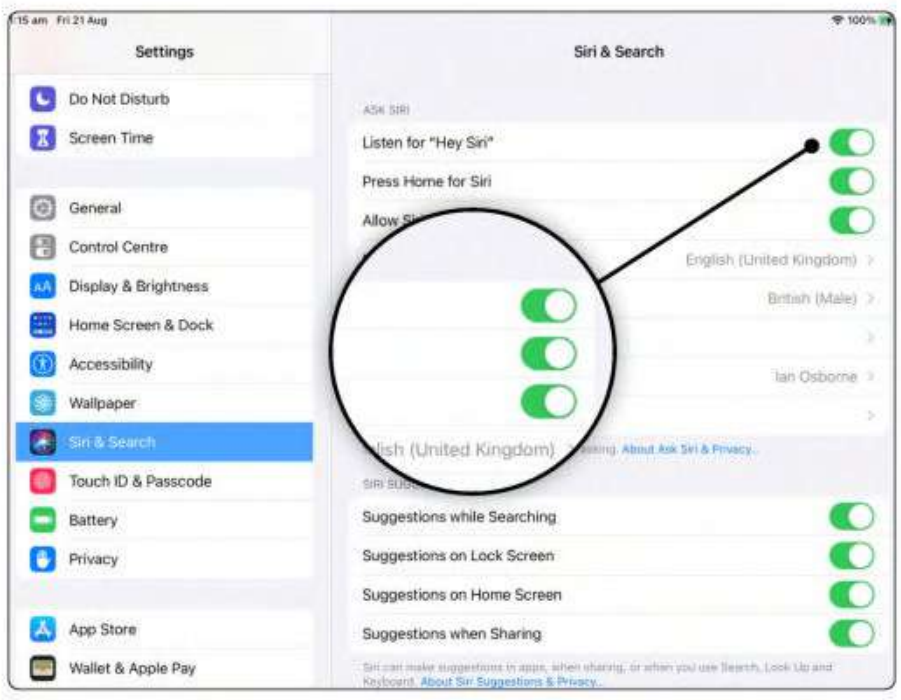
The Bedtime option activates Do Not Disturb until the scheduled time for it to switch off is reached. You can therefore set Do Not Disturb to end when you wake in the morning and activate it when you turn in for the night.

The Siri Assistant
Your iPad's PA

Siri has had a great overhaul in iPadOS 14. It no longer takes up the whole screen, making it much easier to access while using another app. It's smarter too, giving direct answers rather than sending you to the web.

1 To talk to Siri, hold down the Home button (or the top button for Face ID iPads) for a few seconds. You hear a beep and Siri appears on the screen. You can also activate Siri by saying, "Hey, Siri".

2 Begin speaking and the coloured effect at the bottom-right pulses to let you know Siri can hear you. If it doesn't, tap it and talk to Siri again. Your question is answered in a notification-like window. Tap it for more info.



3 In the Settings app, tap Siri & Search. If you activate the Listen for "Hey Siri" switch at the top, you can activate Siri just by saying "Hey Siri". If you dislike this feature, turn it off.

4 Having switched on the Listen for "Hey Siri" feature, you need to train Siri to recognise your voice when you say it. Just follow the on-screen instructions to train Siri to understand your voice.

Check Appointments

Siri can tell you if you have any appointments on any particular date or even within a time frame. Say to Siri something like “What’s my schedule for April?” and it tells you how many appointments you have in that month and lists them on screen. If you want to be more specific, say “What are my appointments today?” or “What’s my schedule for June 19th?”

The speed of light in vacuum, commonly denoted c, is a universal physical constant important in many areas of physics. Its exact value is 299,792,458 metres per second; it is exact because the unit of length, the metre, is defined from this constant and the international standard for time. According to special relativity, c is the maximum speed at which all conventional matter and hence all known forms of information in the universe can travel.
Discoverer or inventor Ole Rømer

Look Things Up

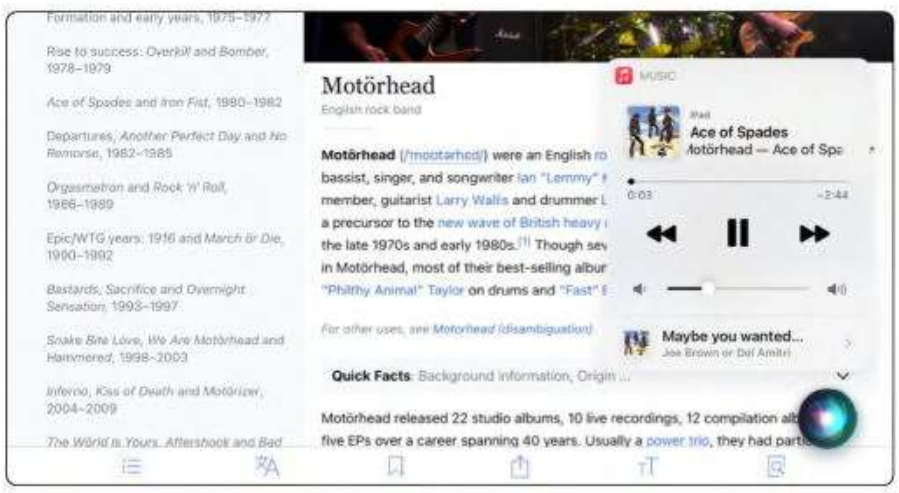
Siri works with normal web searches. To look things up, speak to Siri as you would to anyone you were asking a question of. Which planet is the largest? Why does snow fall? Siri then uses the source it thinks best able to answer the question. If you want to use a particular search engine, simply say the name before the question: “Google, how far is it to the Sun?”

Mathematics

Siri is particularly good at maths questions, from general things like “What is six multiplied by nine?” to more real-world problems such as splitting a restaurant bill, “What is £96 divided by five?”. Perhaps try something harder like “What is the square root of 45,051?”. Just for a laugh, ask “What is zero divided by zero?” Maths has never been more fun.

Setting Alarms

If you want to set an alarm, you can do so without even opening the Clock app. Just activate Siri and for example say, “Set an alarm for 7am tomorrow morning”. Siri does just that and your alarm is set and will activate at the chosen time. Tap the notification for more information or to go to the app that created it. For example, a tap on this alarm notification takes you to the Clock app.



Play Music

Siri can find and play music at your command. You can say “Play <track name>”. You can also use commands such as “Play drum and bass” or “Play my exercise playlist”. Assuming that you have some music defined as drum and bass or a playlist called Exercise, they start to play. It can source music from the Apple Music streaming service on your iPad too.

Identifying a Song

Siri is not only there to search for content on the web, it also lets you identify a song using the Shazam audio recognition software. Whilst a song is playing somewhere in the room (not on your iPad), activate Siri and ask, “What is this song?” Siri searches, finds the title and then links you to iTunes to give you the chance to buy it. It’s amazingly accurate.

Get Directions

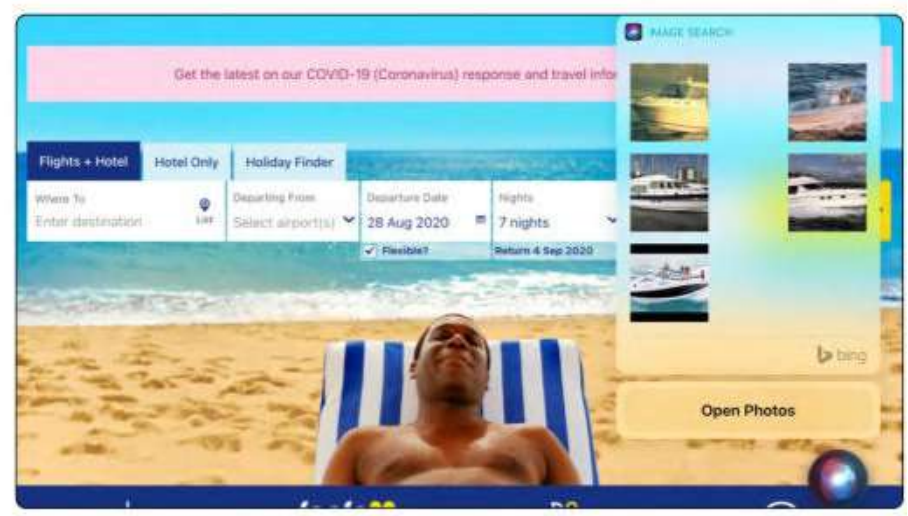
Siri's great when you need directions. Just ask "How do I get home?", "Show me the way to <address>" or "Which way is it to work?", and Siri summons the Maps app. You can even ask, "Where is the nearest pub", or train station, or other such facility and if Siri finds an appropriate venue, follow up with "How do I get there?" Siri understands perfectly.

The Weather

Siri is also integrated with the Weather app. All you have to do is ask a question like, "What will the weather be like tonight?" or "Will it rain tomorrow?" and you get an answer. You can also ask more complicated questions like, "What will the weather do in Edinburgh on 1st September?" and as long as it's not too far ahead, you get the answer. Tap it for more info and tap again to go to Weather.com.

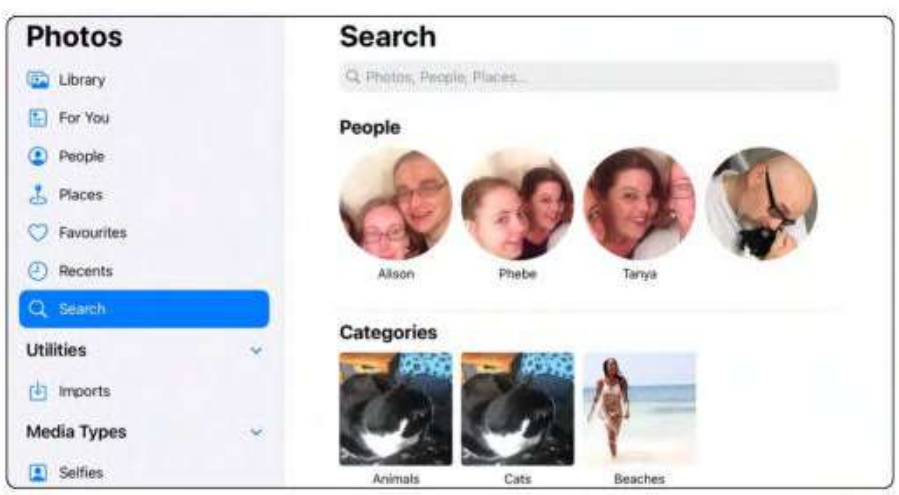
Send SMS Messages

Sending messages using Siri soon becomes easy and even fun. When dictating a message, or email, note, etc., you need to remember to speak the punctuation. To send a message, say something like, "Tell my wife I'll be home late", or "Send a message to John"; Siri then asks what you want the message to say. Speak it and Siri turns it into text.



Show Pictures

Siri can search the web for pictures. For example, ask "Search the web for pictures of boats". Siri searches the web and other sources for suitable pics and shows them to you as thumbnail images. Scroll up the results and tap to search alternative sources. Tap on a picture for a bigger preview and double-tap to open it in Safari.



Search Photos

Siri can search your Photos app and find pictures according to specified instructions. For example, ask it to "Show me photos I took recently", "Show me photos I took on [a calendar date]" or "Show me photos I took at [a specified place]" and the digital assistant displays pictures meeting these criteria. Here we asked for the photos I had taken of my cat.

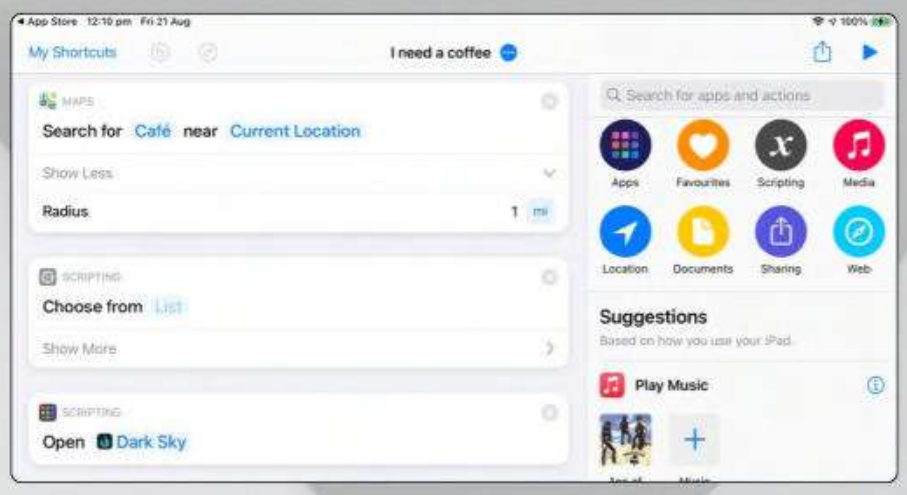
Set Reminder

Reminders integration is another useful Siri feature. For example, if you say to Siri, "Remind me to buy milk when I get to Sainsbury's", the digital assistant creates a new location aware reminder that triggers when you get to the store in question. If there's more than one store nearby, you'll be asked to choose one. You can mark it done in the notification or tap the notification to open Reminders.

Siri Shortcuts.

Siri Shortcuts is a great new way to use Apple's personal assistant. You can set up a chain of actions, all activated by a single voice command. It might take practice to get the most from it, but it's certainly time well spent.

1 First of all, check whether you have the Siri Shortcuts app on your Home screen. If you don't yet have it, go to the App Store and install it. It's free and it works on iPads running iOS 12 or later. Now open the Siri Shortcuts app.



2 You can make your own Siri commands. In the Library tab, tap the Create Shortcut option to begin the process. You can then construct a chain of actions. Here we search for local cafés and open Dark Sky to check the weather.

3 Tap Play (top right) to test it. Tap the three dots icon at the top to give the shortcut a name. You can now run your shortcut by activating Siri and speaking its title. Shortcuts are synced with iCloud and you can download and use pre-written shortcuts from the Gallery tab.

4 New features have been added to Shortcuts for iPadOS 14. It now makes suggestions for automations based on your iPad usage. The app now supports folders, it can run time triggers without user confirmation and you can run shortcuts on your Apple Watch.

Siri Dictation Commands

Siri also understands dictation as well as words, so if you are dictating an email, for instance, you can speak the punctuation marks. This useful list of dictation commands that Siri recognises should prove very useful.

New line - Move to the next line

New paragraph - Start a new paragraph

All caps - Make the next word all uppercase

All caps on ... all caps off - Make part of what you say uppercase

No caps - Make the next word lowercase

No caps on ... no caps off - Make sure part of what you say is all lowercase

Space bar - Prevent a hyphen from appearing in a normally hyphenated word

Full-stop - .

Comma - ,

Apostrophe - ‘

Exclamation mark - !

Question mark - ?

Ampersand - &

Asterisk - *

Open round brackets - (

Close round brackets -)

Open square bracket - [

Close square bracket -]

Open brace - {

Close brace - }

Dash: -

Hyphen -

Em dash —

Percent sign - %

Copyright sign - ©

Registered sign - ®

Section sign - §

Dollar sign - $

Cent sign - ¢

Pound Sterling sign - £

Degree sign - °

Caret - ^

At sign - @

Hash sign - #

Greater than sign - >

Less than sign - <

Forward slash - /

Back slash - \

Vertical bar - |

Smiley - :-)

Frowney face) - :-(

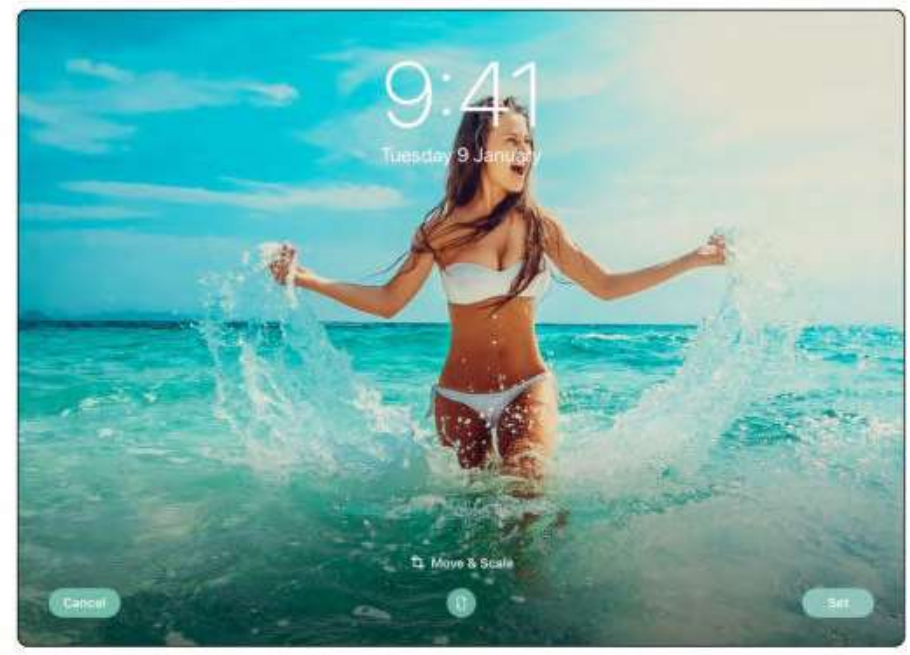
Wink - ;-)

Wallpaper & Sounds
Customise Your iPad

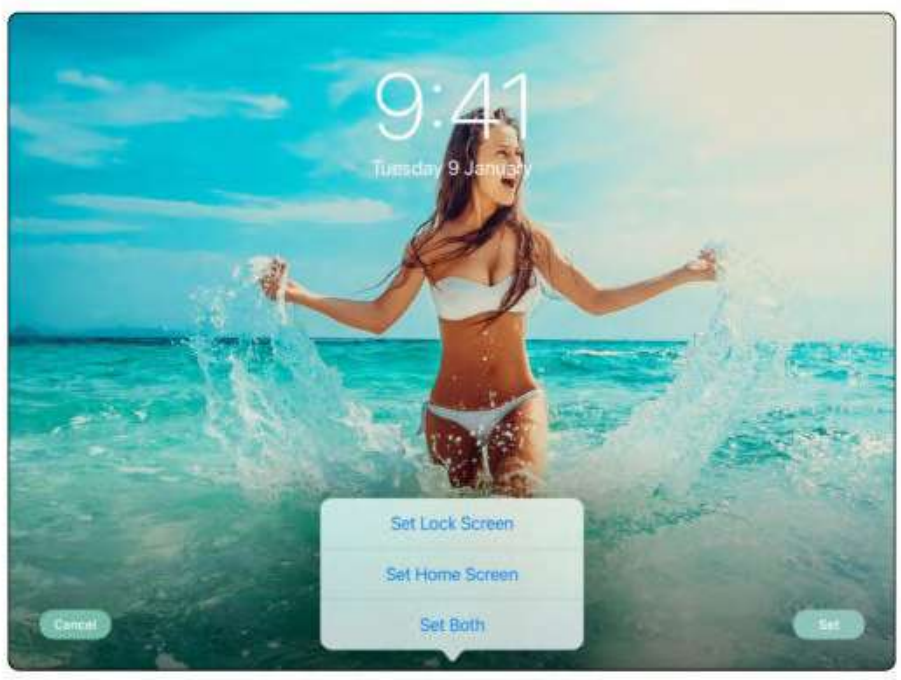
You can change your iPad's background wallpaper to a different one, or even use one of your own photos. You can also customise its sounds, with different audio cues for different events. Here's how to do all this and more.

Changing Your Wallpaper

1 Go to Settings > Wallpaper and tap Choose a New Wallpaper. You can choose from Dynamic wallpapers or Stills, or a pic from the Photos app. Dynamic wallpapers are lightly animated, but Stills are completely static.



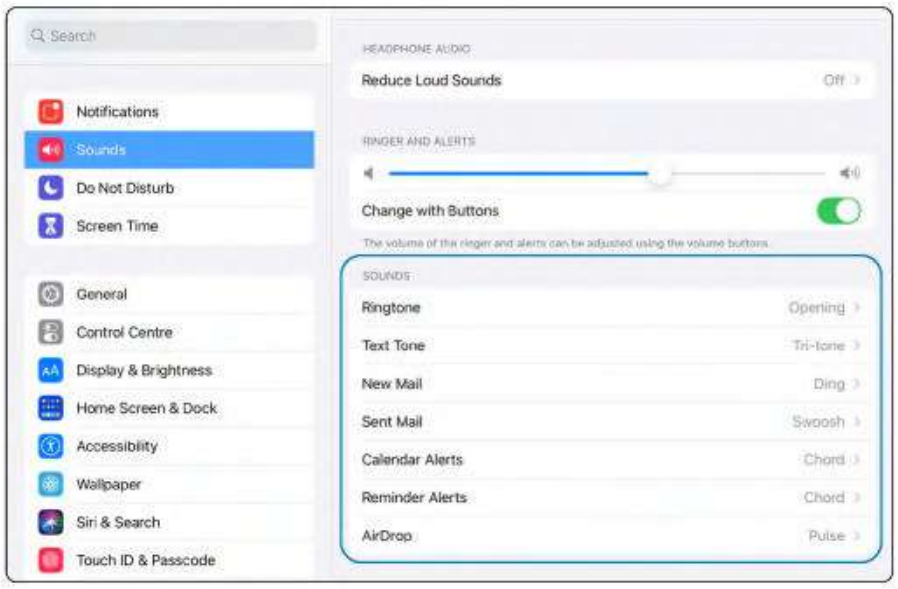
2 Tap the pictures found underneath the Dynamic or Stills options to navigate your way through your Photo app's images. Choose a photograph by tapping on it; it's automatically scaled and sized to fit your screen.



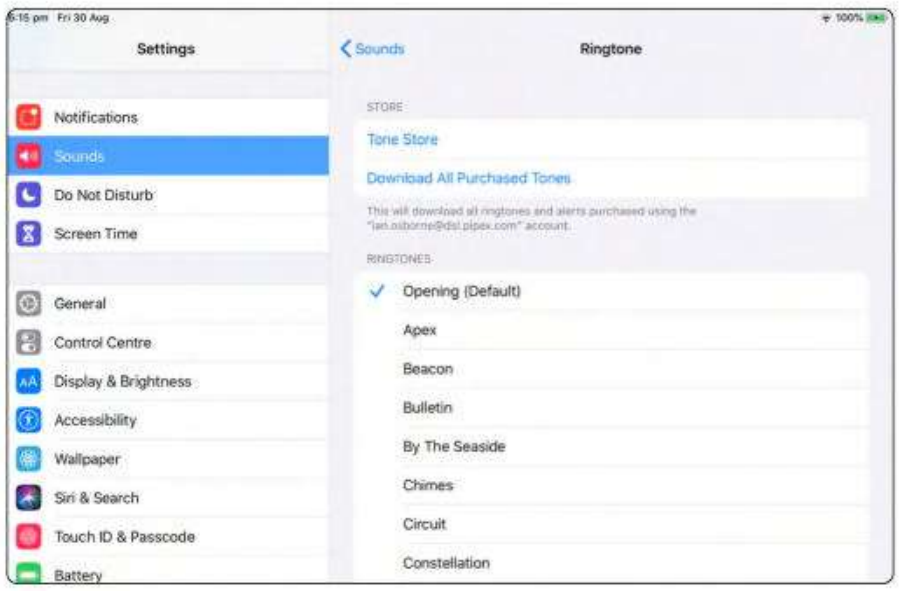
3 The Circular icon at the foot of the screen toggles between a 'flat' and a perspective view. Try each in turn and tilt the screen. Tap Set, and you can choose between setting it as your Home screen, Lock screen, or both of them.

4 Still wallpaper images with the Light/dark icon found in the bottom right corner have darker versions for when you're using your iPad in Dark Mode. Even if your wallpaper lacks this feature, you can opt to darken it using the switch on the first Wallpaper screen.

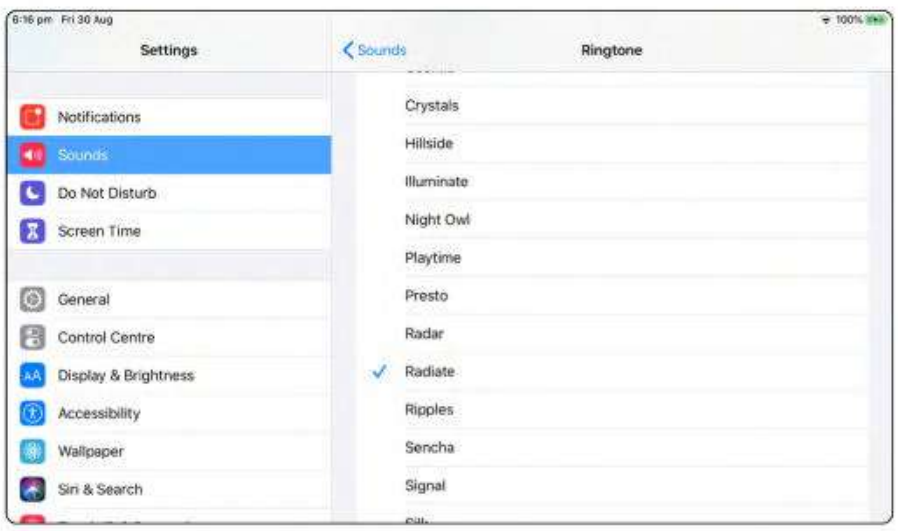
Changing Your Sounds



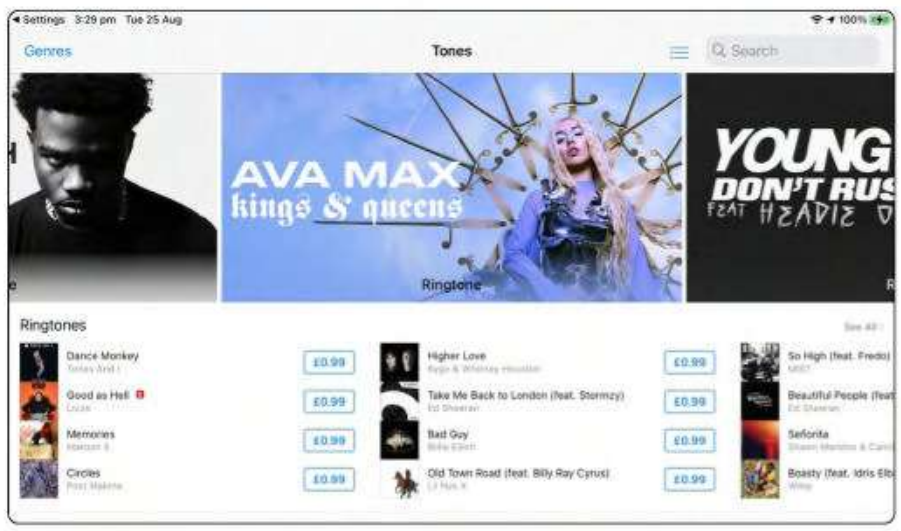
1 Go to Settings > Sounds, then look for the section titled 'Sounds'. From this list, you can change the sound effects for all your key app alerts, such as the ringtone for incoming calls and text tones.



2 To change a ringtone or alert sound, find the sound in question from the list and tap it. You're shown a new screen, from where you can: change the vibration pattern, go to the Tones Store, or change the tone.

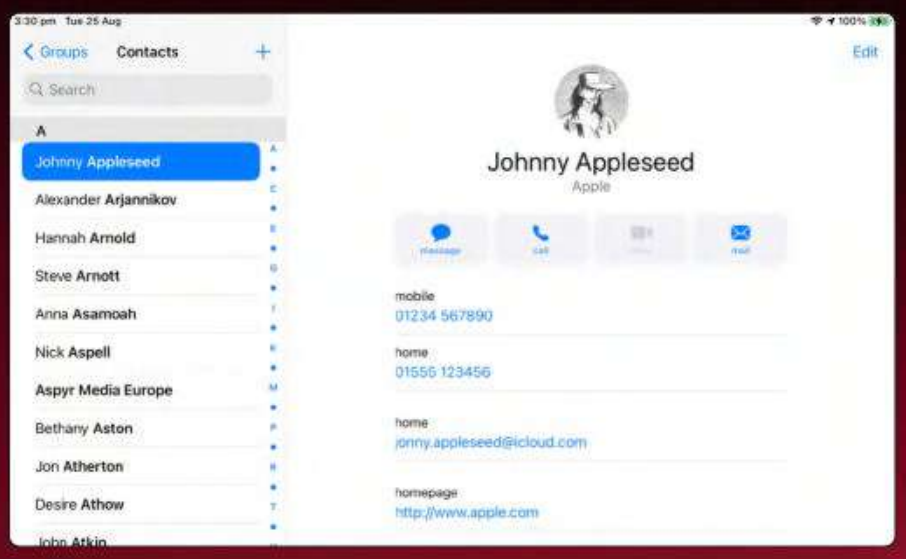


3 To sample a new tone, tap it on the list; It's ticked, and a sample is played. Ringtones are in a list below Alert Tones and can also be sampled, when you've ticked the sounds you want, just close Settings.

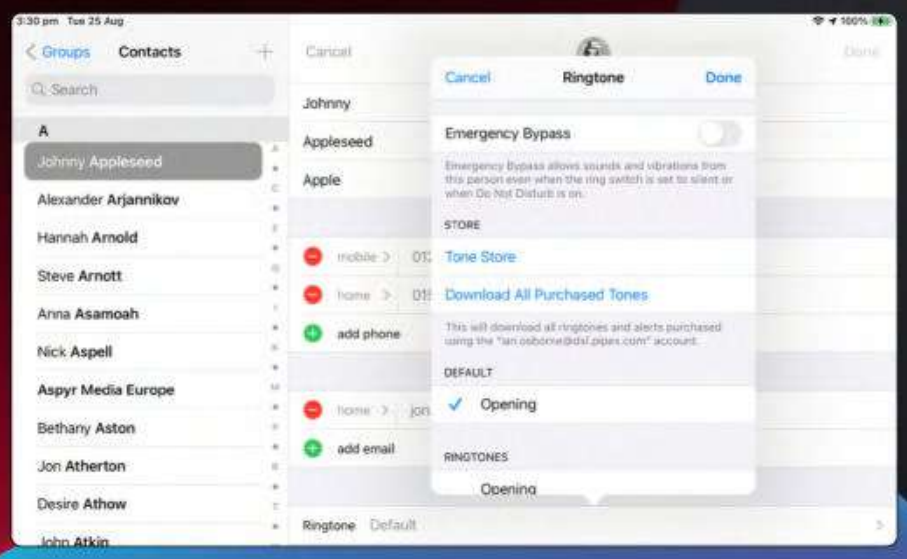


4 You can buy new ringtones directly from your iPad. Go to Settings > Sounds and tap the Tone Store option. You're taken to the iTunes Store, on its Tones page. Tap the Genres link for a browsing window.

Assigning a Ringtone to a Contact.



1 You can assign a specific ringtone to a contact, so, when that person calls, the chosen ringtone is played instead of the standard one you've set for your iPad. First, open the person's details in the Contacts app.

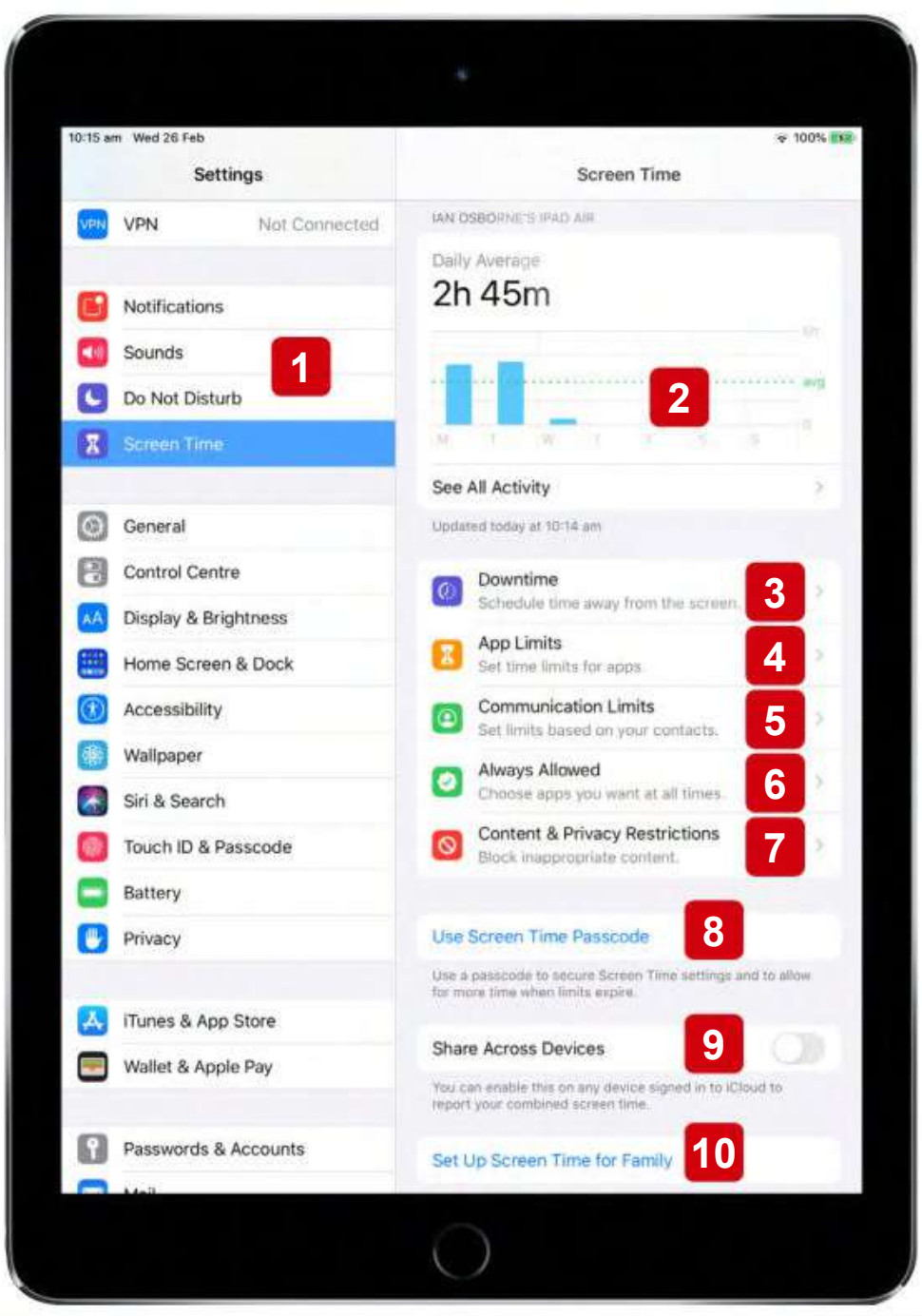


2 Tap Edit in the top right corner of the contact details. Find the Ringtone option, which is currently set to Default, and tap it. You can now choose a new ringtone; this change only applies to this contact.

Screen Time
Monitor Your Usage

Screen Time lets you monitor what you've been doing on your iPad and for how long. You can also use it to set parental controls; to limit how much time your children are spending on their own iPads and what they're up to.

Screen Time in Focus



1 To open the Screen Time settings, go to Settings > Screen Time. You can also swipe right from the Lock screen or Home screen to get to the Widgets screen and tap the Screen Time widget at the foot.

2 Here, you see a summary of how you've been using your iPad recently. Tap See All Activity for a far more comprehensive breakdown.

3 Tap here to schedule downtime for your iPad. During this time, only apps you choose to exclude can be used. It's great if you think you're spending too much time on your iPad.

4 Tap here to limit the time you spend on certain apps or categories of apps. At last, you can break that habit.

5 This option allows you to limit which of your contacts you can communicate with while Screen Time and/or Downtime options are active.

6 Tap here to identify apps you wish to exclude from downtime or time limits. Messages, FaceTime and Maps are always allowed by default, but you can edit this list.

7 Tap here for passcode-protected restrictions that can be used to block inappropriate content.

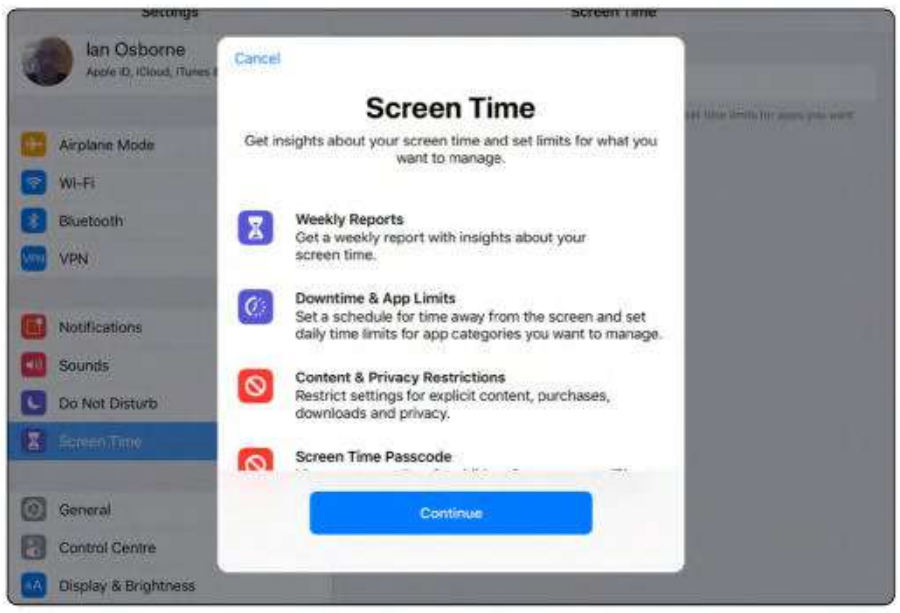
8 Switch this on if you want the restrictions you set up to apply across all your Apple devices, not just your iPad.

9 If you use Family Sharing, you can use this option to control Screen Time on your children's devices and get a weekly report about what they're doing on them.

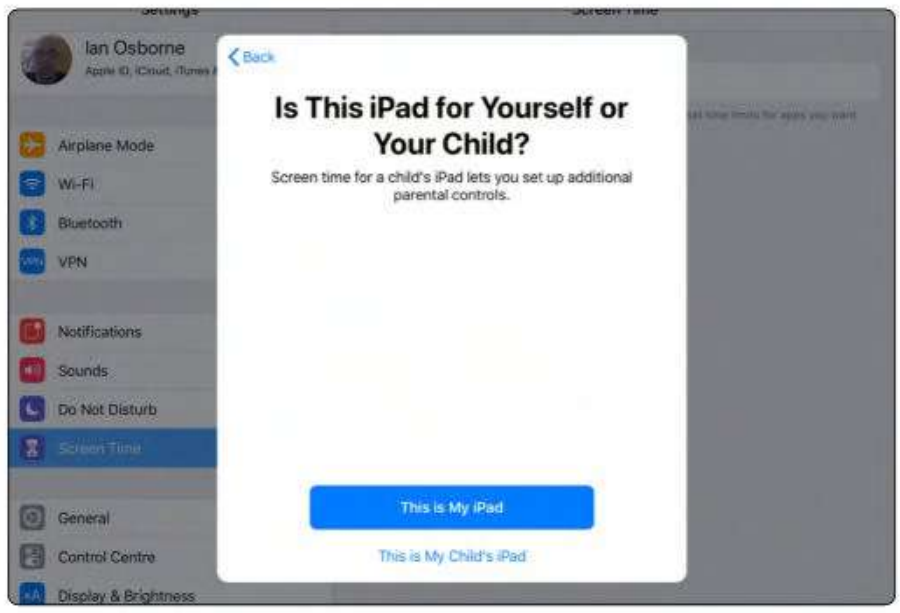
10 If you use Family Sharing, you can use this option to control Screen Time on your children's devices and receive a weekly report about their activity.

You can access Screen Time from the Widgets page. Swipe right from the Lock screen or the Home screen and then scroll all the way up to here. Tap Screen Time to go to the overview (see item number '2' above).

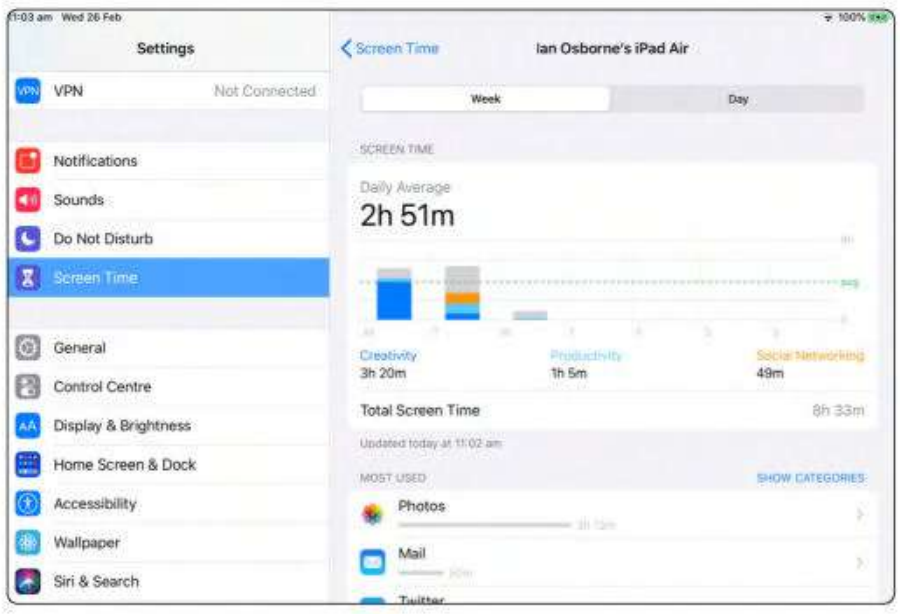
Setting Up and Using Screen Time


Ian Osborne
Cancel
Screen Time
Get insights about your screen time and set limits for what you want to manage.
Weekly Reports
Get a weekly report with insights about your screen time.
Downtime & App Limits
Set a schedule for time away from the screen and set daily time limits for app categories you want to manage.
Content & Privacy Restrictions
Restrict settings for explicit content, purchases, downloads and privacy.
Screen Time Passcode
Continue
Airplane Mode
Wi-Fi
Bluetooth
VPN
Notifications
Sounds
Do Not Disturb
Screen Time
General
Control Centre
Display & Brightness

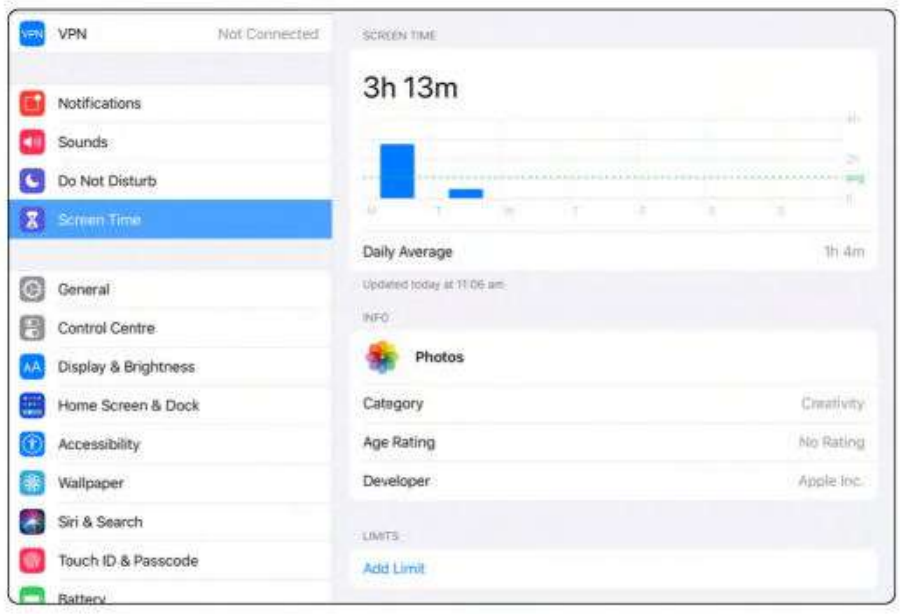
1 First of all, go to Settings > Screen Time. The first time you open this setting, you get a window telling you what this iPad feature can do. Have a read, then tap Continue to go to the next screen.



2 Screen Time lets you monitor and regulate your child's iPad use as well as review your own. If this is your child's iPad, you can tap this option and set up various parental controls. If it isn't, tap This Is My iPad.

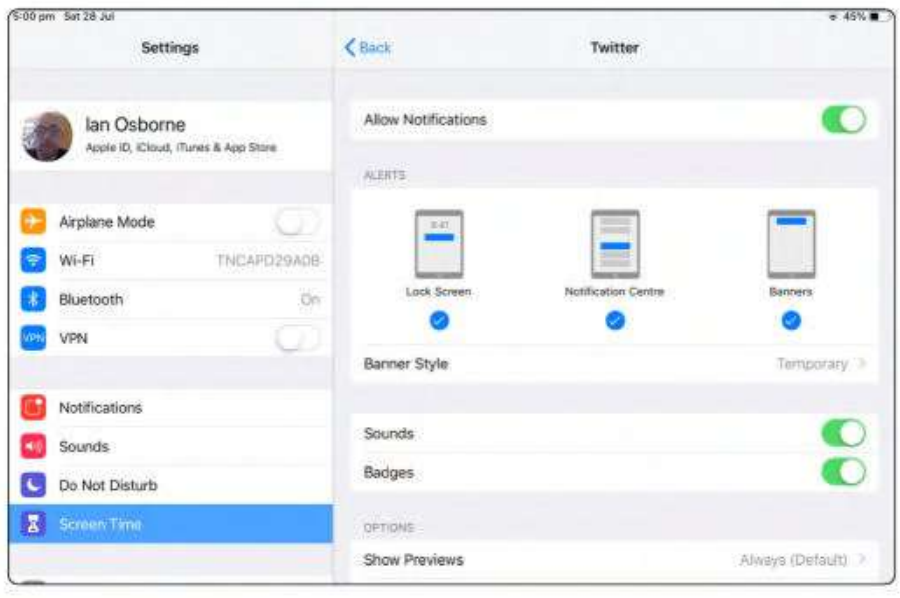


3 Tap See All Activity to be taken to a more comprehensive breakdown of your activities (see '2' on the previous page). Tap the tabs at the top to switch between stats for today and for the week.



4 Tap on an app in this overview to see how long you've been using it recently, broken down by time on the Day view and by days on the Week page. Tap Add Limit to limit the time you can spend on this app.

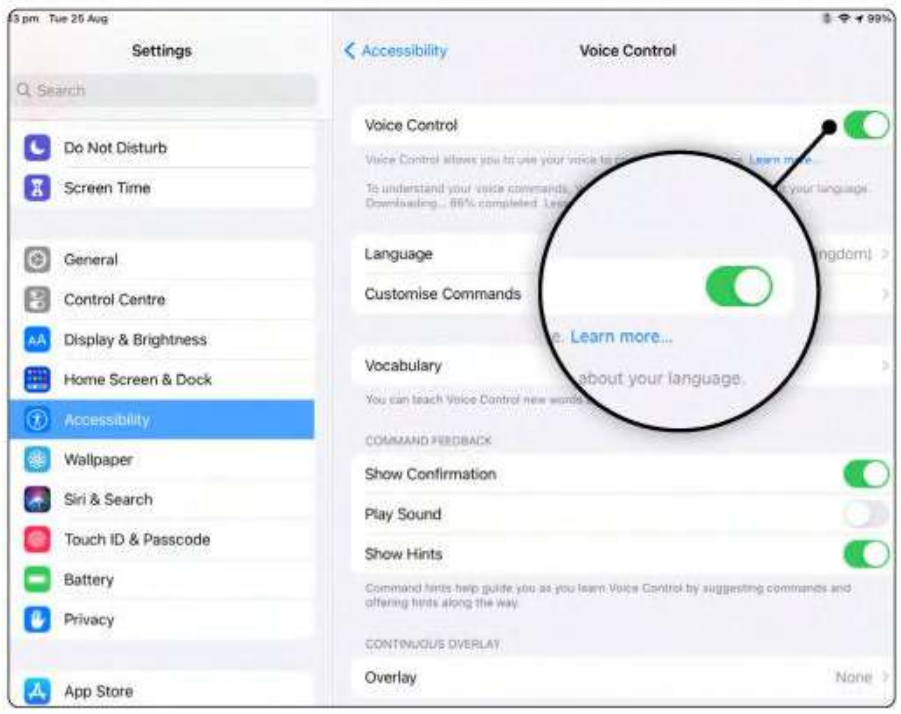
5 Scroll up on the summary page and you can see how many times you've picked up your iPad during the last day or the last seven days and also how many notifications you've received on your iPad in that time.



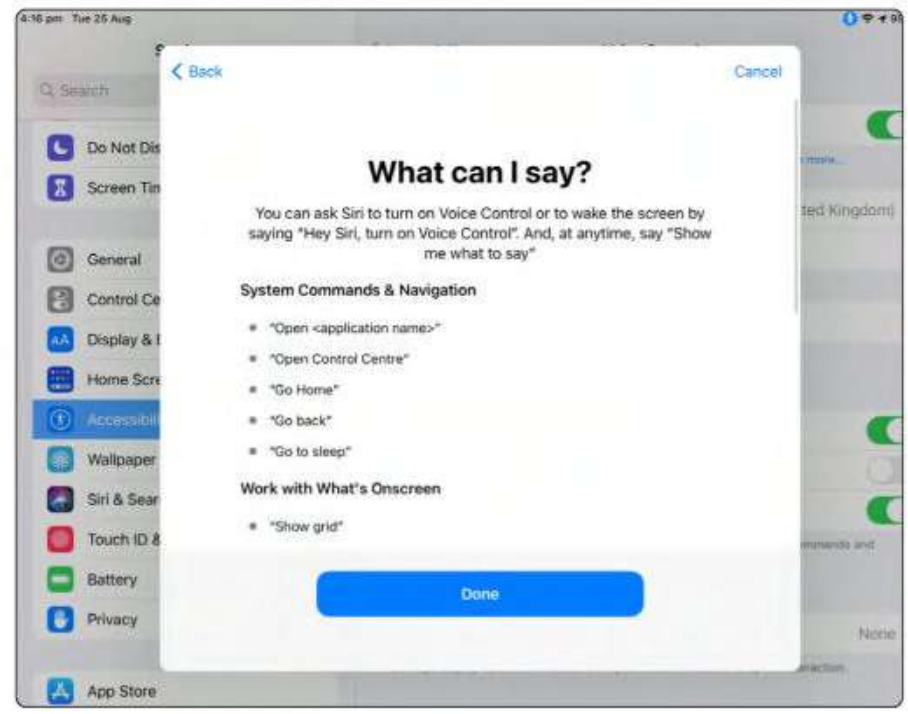
6 Tap an app listed under 'Notifications' and you can change your notifications settings for that app. For example, you can choose what sort of notifications you want and whether they make a sound on arrival.

Voice Control
An Accessibility Feature

Apple has always been keen to make its products more accessible to those with impairments. The iPad has an exciting feature that lets you control it with your voice, simply by speaking to it. It's amazing how much you can do and how instinctive the Voice Control commands become.



1 First of all, from the Home screen, go to Settings > Accessibility > Voice Control. There's a range of options on offer to configure the Voice Control feature but first, we must switch it on. Tap the switch at the top of the screen.


Back
Cancel
What can I say?
You can ask Siri to turn on Voice Control or to wake the screen by saying "Hey Siri, turn on Voice Control". And, at anytime, say "Show me what to say"
System Commands & Navigation
"Open <application name>"
"Open Control Centre"
"Go Home"
"Go back"
"Go to sleep"
Work with What's Onscreen
"Show grid"
Done

2 The iPad downloads the filters needed for Voice Control. Tap Learn More when its done and you're shown instructions, including a list of commands you can use. It's worthwhile taking a moment to read through these guidelines but it's not compulsory.

3 When it's done, Voice Control is switched on; look for the Blue icon in the top left corner. You can turn Voice Control on and off by saying 'Hey Siri, turn on/off Voice Control'. You can now begin using this accessibility feature.

4 To open an application, say, "Open [name of app]. It then opens, just as it would if you tapped its icon on the Home screen. To return to the Home screen, say "Go Home". To return to the previous screen, say "Go Back".

Back
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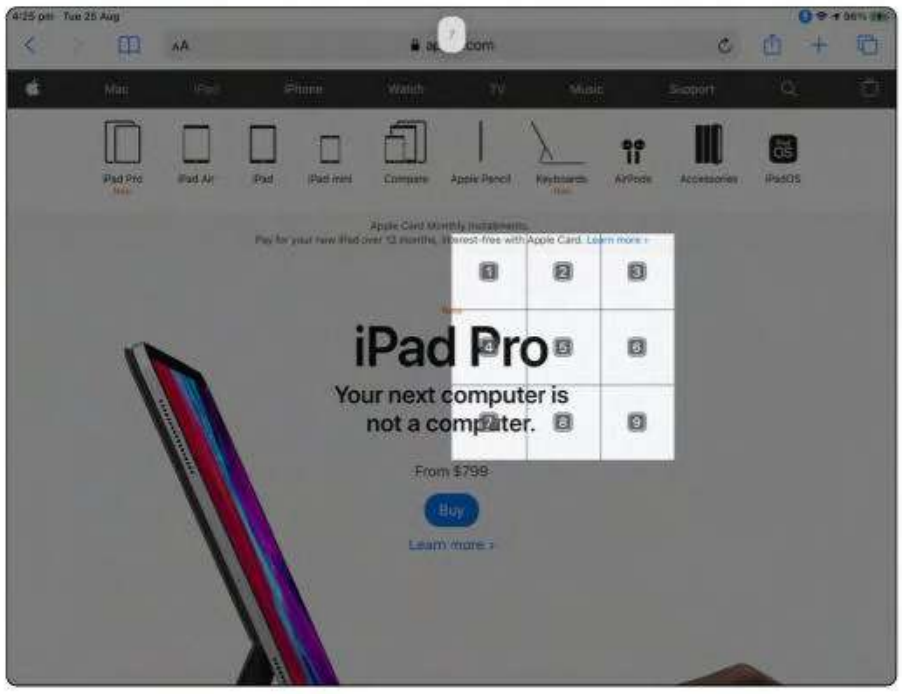
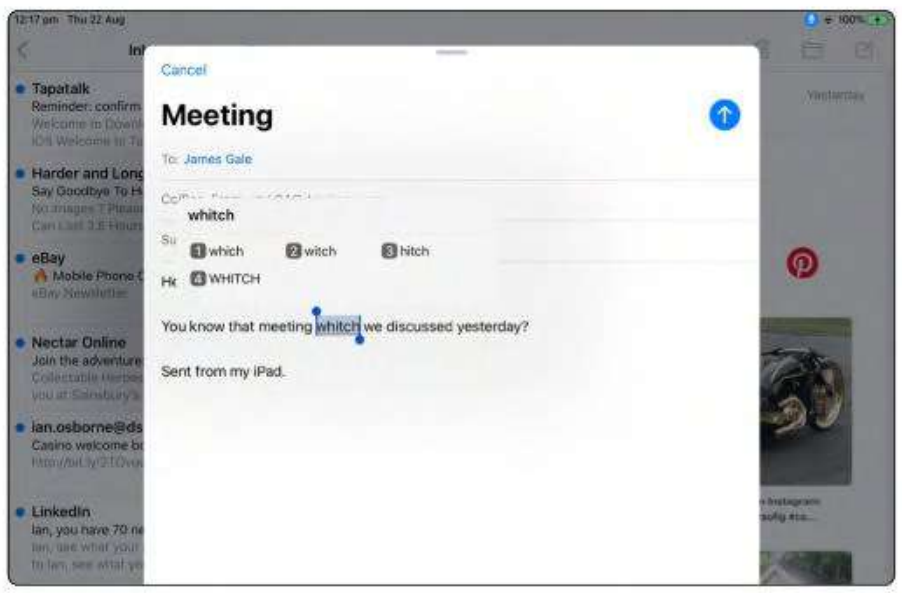
Apple Inc.
History
1976–1984: Founding and incorporation
1984–1991: Success with Macintosh
1991–1997: Decline and restructuring
1997–2007: Return to profitability
Intel transition and financial stability
2007–2011: Success with mobile devices
2011–present: Post-Steve Jobs era; Tim Cook leadership
Mac transition from Intel
Products
Macintosh
iPod
iPhone
Apple Inc.
American technology company
Apple Inc. is an American multinational technology company headquartered in Cupertino, California, that designs, develops, and sells consumer electronics, computer software, and online services. It is considered one of the Big Tech technology companies, alongside Amazon, Google, Microsoft, and Facebook.
Quick Facts
The company's hardware products include the iPhone smartphone, the iPad tablet computer, the Mac personal computer, the iPod portable media player, the Apple Watch smartwatch, the Apple TV digital media player, the AirPods wireless earbuds and the HomePod smart speaker. Apple's software includes macOS, iOS, iPadOS, watchOS, and

5 Voice Control shows what you last said at the top of the screen for a few seconds. You can move up and down a screen by saying, "Scroll up/down", and navigate your Safari browsing history with "Tap forward/back".



6 Say "Show/hide grid" to make the grid appear and vanish, and then quote a number from the grid to overlay a smaller, more detailed grid there. When there's only one button or link in a square, say "Tap [number]" to tap it.



7 When dictating text, if you make a mistake, say "Correct [word/phrase]" and it's highlighted, with a list of corrections offered. Say the number of one of these suggestions to insert it. You can replace words with emojis this way too.

Voice Control has been released across Apple devices, with the feature being built into its operating systems since iOS 13, iPadOS and macOS Catalina. Apple has released a video of a user making the most of his Mac using Voice Control. You can see it at https://bit.ly/2GAq1IC.

Voice Control Commands.

To open Voice Control, say, "Hey Siri, turn on Voice Control", or open Siri with the buttons. If you get stuck, try, "Show me what to say". It takes time to get familiar with using Voice Control, but with practice, it's immensely powerful.

System Commands & Navigation

- Open [application name]
- Open Control Centre
- Go home
- Go back
- Go to sleep

Working with the Touchscreen

- Show grid
- Show names
- Tap [number]
- Tap [item name]
- Long press [item name]
- Swipe left/right
- Swipe up/down

Dictation and Editing

- Select [phrase]
- Move up/down
- Move to end/beginning
- Delete that
- Correct [word/phrase]
- Uppercase that
- Copy that

Interact with Device

- Turn up volume
- Lock screen
- Take screenshot
- Turn on Smart Invert
- Colours

Notification Centre
Alerts for Your iPad

Some apps can send you notifications. The Messages app alerts you when a new message arrives, the Mail app lets you know when an email is here and Calendar brings forthcoming events to your attention.

CNN
Analysis: Trump's plan to speak each night of the RNC may not win back moderates, but the GOP still has an opening for success
Who Do You Think You Are?
The National Archives to increase document ordering limit

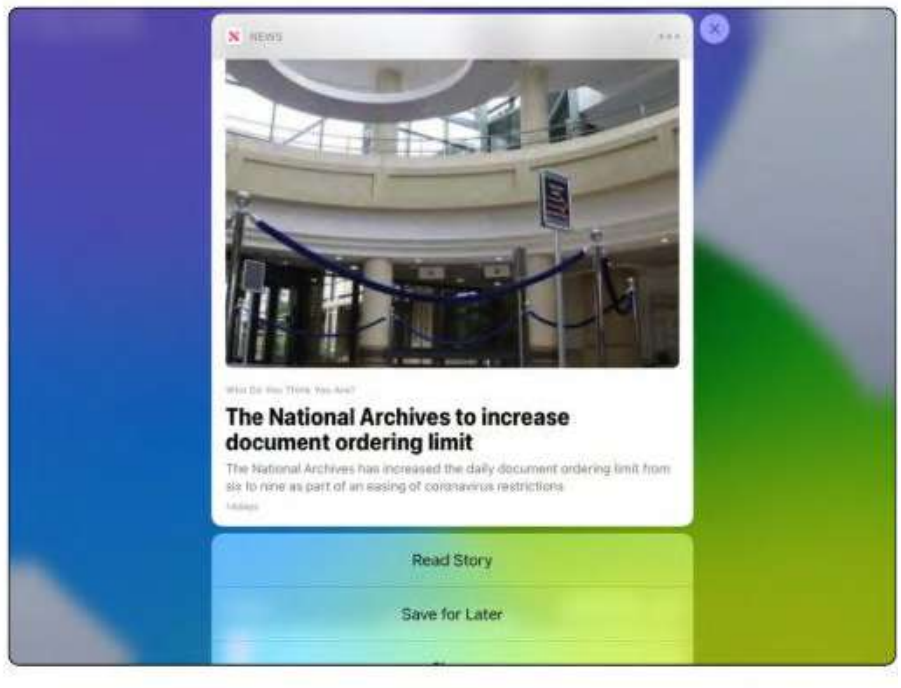
1 Whether you're on the Home screen or using an app, you can access Notification Centre at any time, simply by swiping your finger down from the top of the screen. You can also swipe the Notification Centre screen to the left to open the Camera app.

1:25
Sunday 13 September
Notification Centre
Adriaan Groenewald just Tweeted a photo
A powerful message about HOPE. When there is no hope, what remains? We are going through very difficult times, but please keep hoping... This short video will lift you on this beautiful Sunday morning....
New Edits
Food
BBC News
All Emily's children were taken into care, but now she's had a new baby. Can she show social services he's safe?

2 The most recent notifications you have received are shown on top of the Notification Centre. Notifications can be automatically grouped by app, topic and more. Tap on a stack to open it up so you can see the individual notifications.

Clear
Wed 8:57 pm
BBC News
Nearly half a million UK pupils face fresh round of chaos after exam board Pearson pulls BTec results on eve of release
Breaking News
Marks & Spencer to cut 7,000 jobs over next three months as coronavirus continues to affect trading
Press Home to open

3 To clear notifications that you don't want to deal with, all you have to do is tap the cross next to the appropriate one and then tap Clear when prompted. This removes the notification, enabling you to keep Notification Centre tidy and uncluttered.



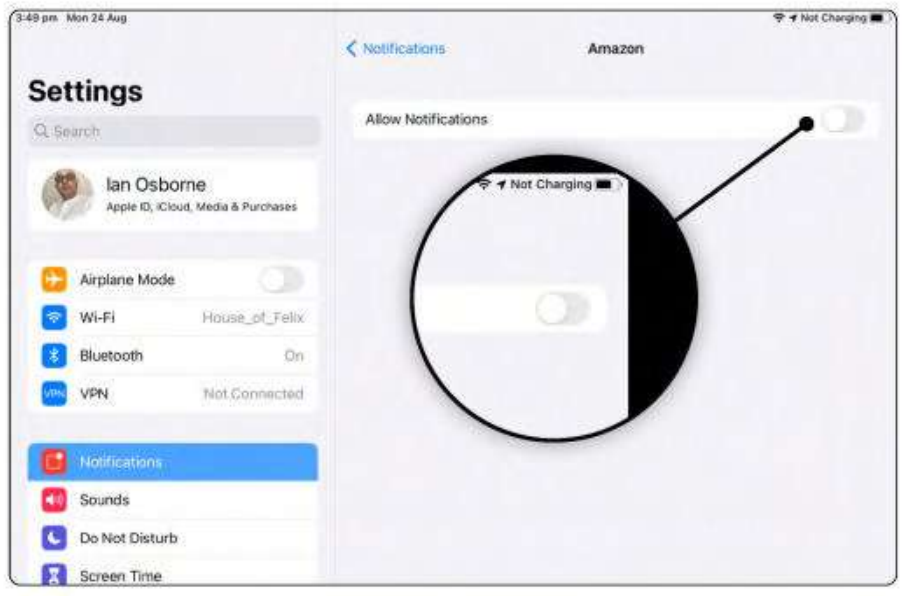
4 Tap and hold to open a notification within Notification Centre. Tap the cross in the top right to delete it. You can then open it in the app that created it or respond to messages and mail direct from the Notification Centre itself without having to open their application.

Notification Centre
NEWS
The Independent
Scientists report the world's first case of a human becoming reinfected with coronavirus
12 more notifications
NEWS
CNN
Analysis: Trump's plan to speak each night of the RNC may not win back moderates, but the GOP still has an opening for success
12 more notifications
News
Show less
Manage
View
Clear
NEWS
Who Do You Think You Are?
The best genealogy courses available now

5 Swipe a notification to the right for an Open button, to open the notification. Swipe it left and you see three new buttons: Manage, View and Clear. The Clear option deletes the notification, View opens it within Notifications.

6 Tap the Manage option and you can customise your notifications without opening Settings. From the pop-up window, you can have notifications from that app arrive quietly, without making a sound, or switch them off altogether.

Setting Up Notifications



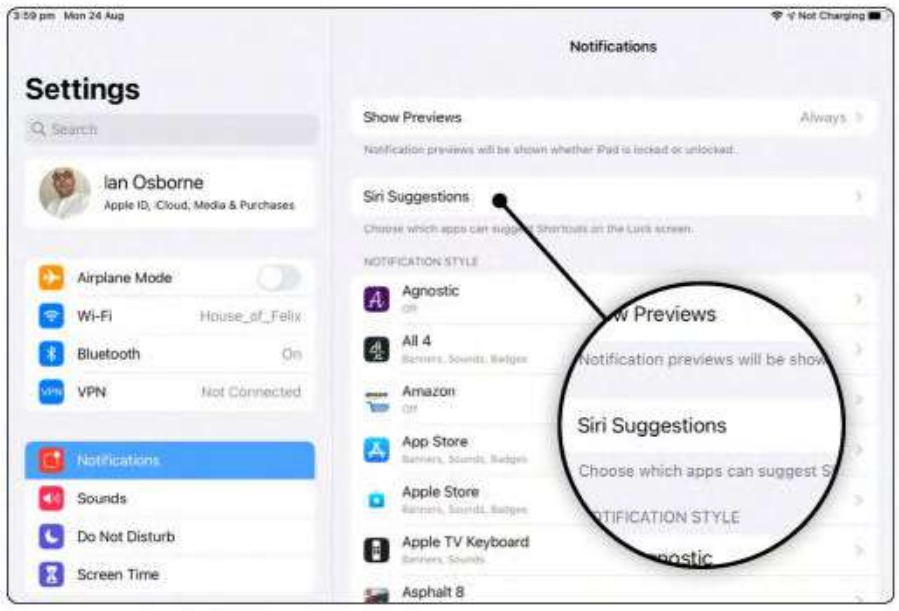
1 Go to the Settings app and tap Notifications in the left-hand column. Tap on one of the listed applications to see its notification controls. Flick the switch at the top, labelled 'Allow Notifications', into the Off position to stop notifications from that app.

2 Below the Allow Notifications switch you can find customisation options. The Badges option, when on, displays a number on the Home screen app icon showing how many items have arrived. You can add a sound for a notification's arrival too.

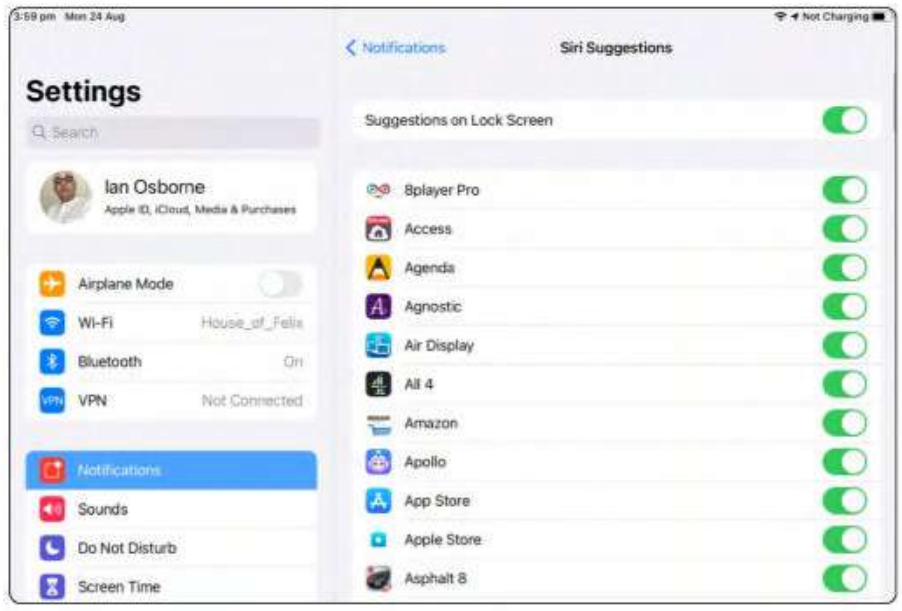
3 If you choose to switch on the Show as Banners option, there are two types of banner alerts available. Temporary banners disappear automatically after a while, but Persistent banners require an action before going. Tap the type you prefer.

4 Apps not included in Notification Centre are labelled 'Off' in the apps list. You can, of course, tap on an app that's currently off and then tap the Allow Notifications switch, so that it's then included in Notifications once more.

Siri Suggestions



1 In the Settings app, tap the Notifications option in the sidebar. At the top of the right-hand side of the screen, there's an option called Siri Suggestions for setting which app can offer Siri Shortcuts. Tap it.



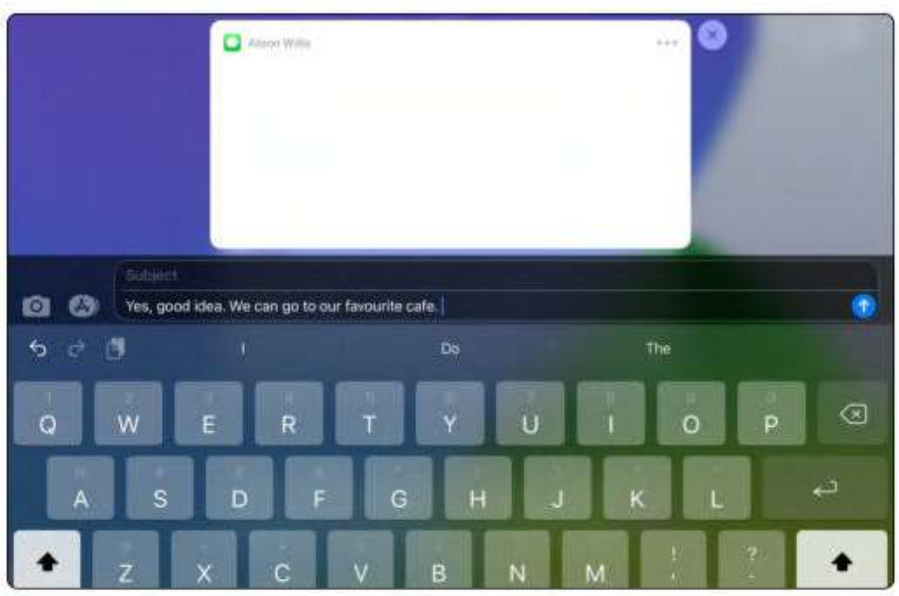
2 On the next screen, you can choose which apps are allowed to offer suggestions, utilising the power of Siri, on the lock screen. The switch at the top turns them all off and on or you can do so on a per-app basis.

Replying Directly to Notifications from the Lock Screen

4:12
Monday 24 August
CNN
Test results indicate that Russian opposition leader Alexey Navalny was poisoned, according to the German doctors treating him
Alison Willis
Do you want to have lunch in town on Wednesday?
Sarah-Jayne Grylls commented on your photo

1 If you receive a notification while your device is locked, it appears as usual on the screen and is accompanied by the customary alert sound.

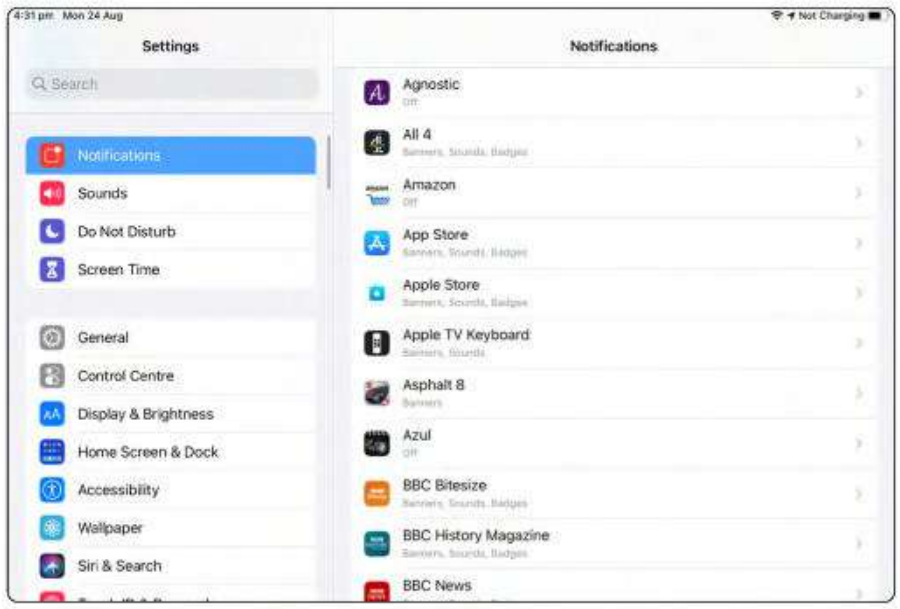
2 To reply to the message directly from the lock screen, tap and hold it until this screen appears. Here, you can type and send a reply.



3 When you've typed your message, press the blue arrow to send. It's sent in the usual way, even though you didn't go into the Messages app.

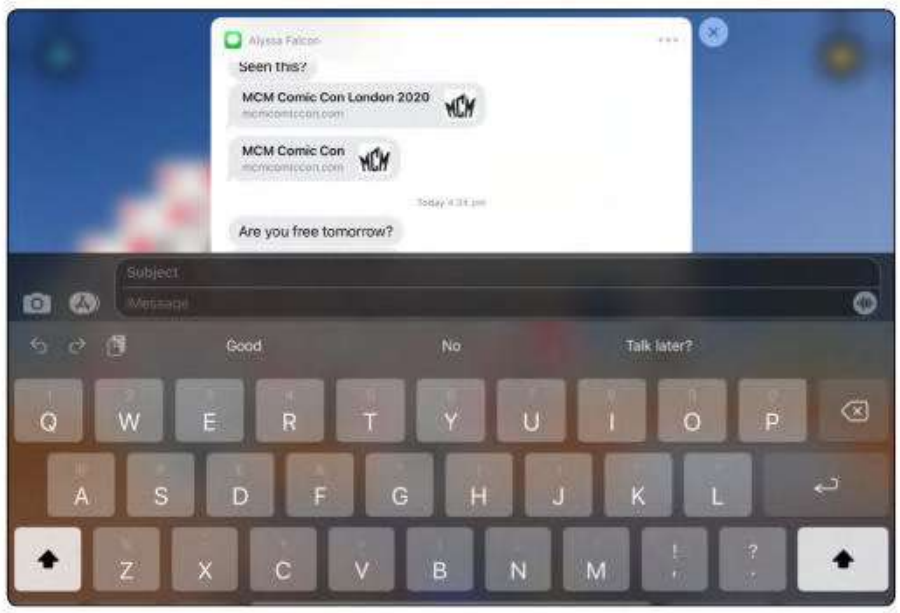
4 You can reply to incoming messages in this way but you can't see earlier messages in the conversation without unlocking the iPad and opening the app.

Accessing Notifications when Unlocked

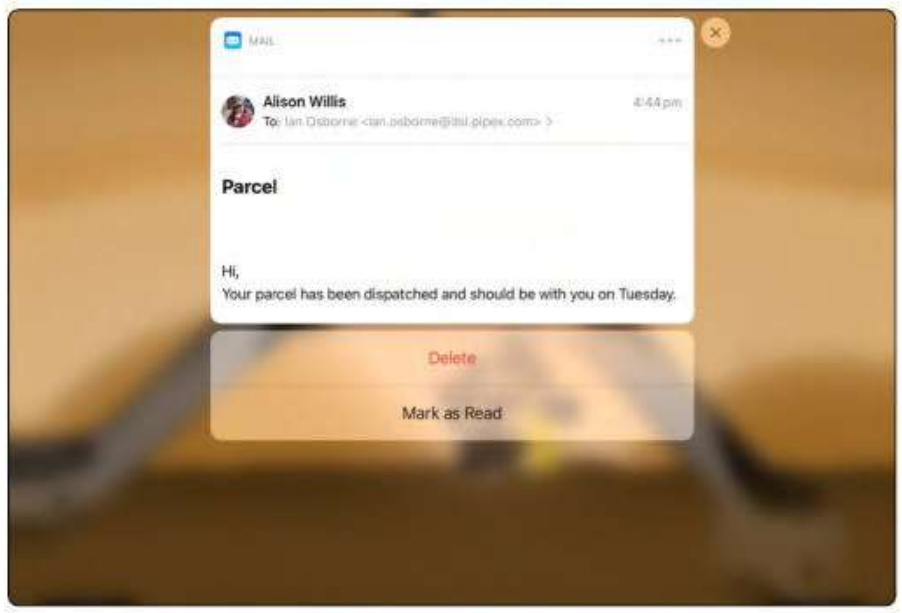


1 There is a host of applications that send notifications that can be accessed when using another application: Mail, Messages, Calendar, Reminders and a growing list of others.

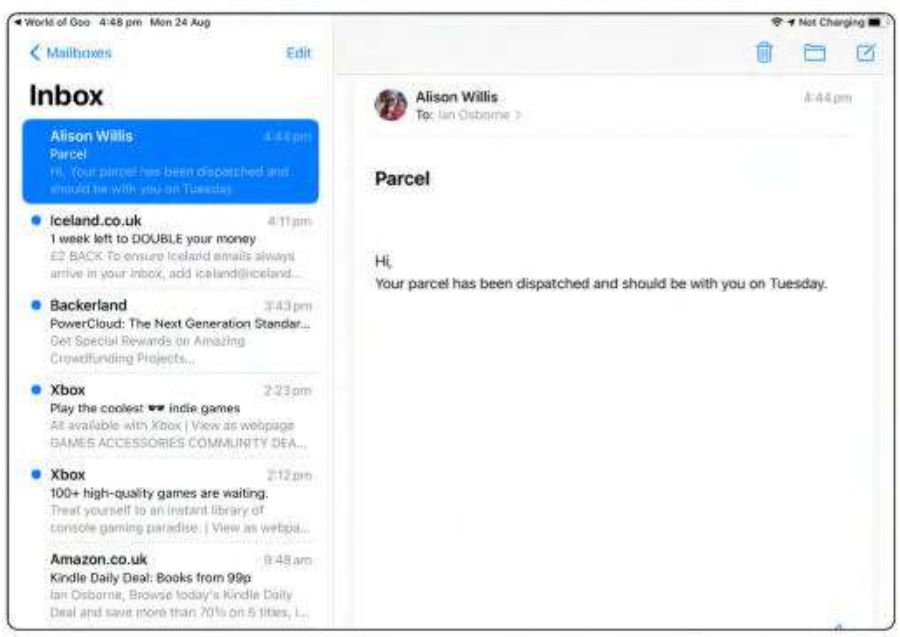
2 When you receive your notification, you can access it by placing your finger on it and swiping in a downward motion. This reveals options such as replying directly to the message.



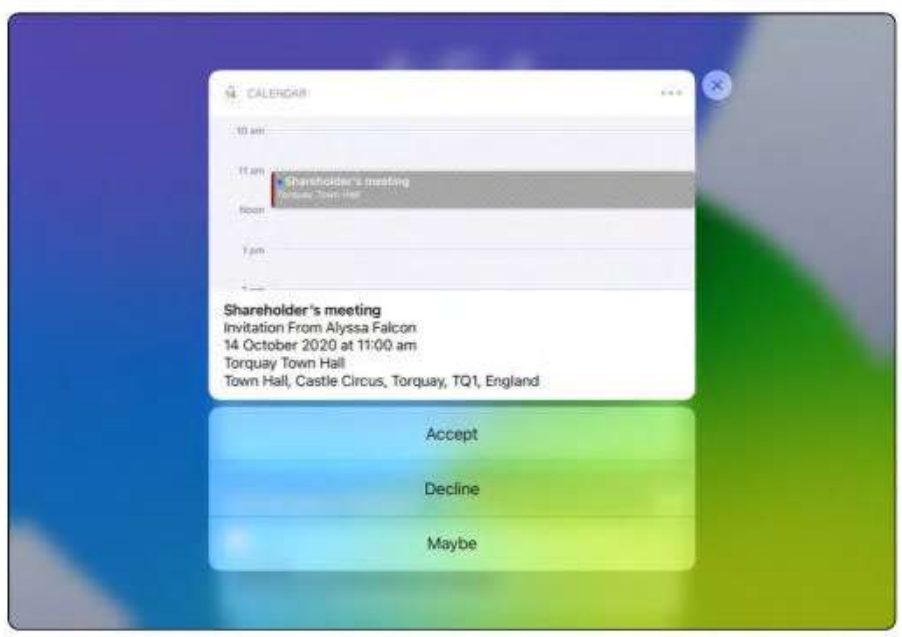
3 When you've finished with your notification, in this case, by replying to your message, tap the 'X' in the top right corner to dismiss it and get back to whatever it is you are doing.



4 When you're in-app and receive an email notification, you can access it by swiping down on the notification and then viewing your options: mark it as read or delete it.



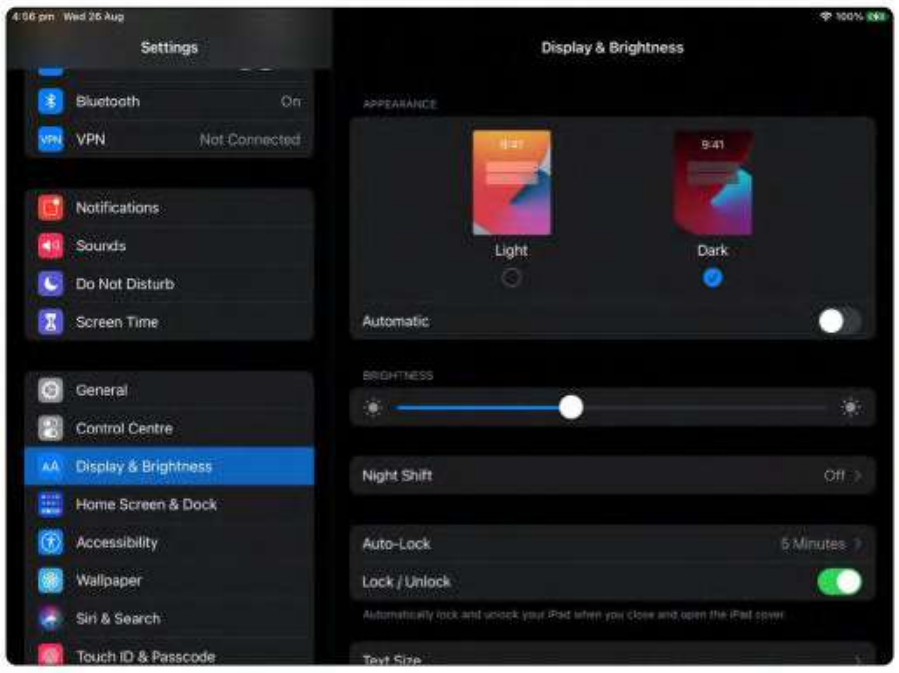
5 If you wish to view your email and any attachments it contains, you can skip directly to the Mail application by tapping the title of the email on the notification.



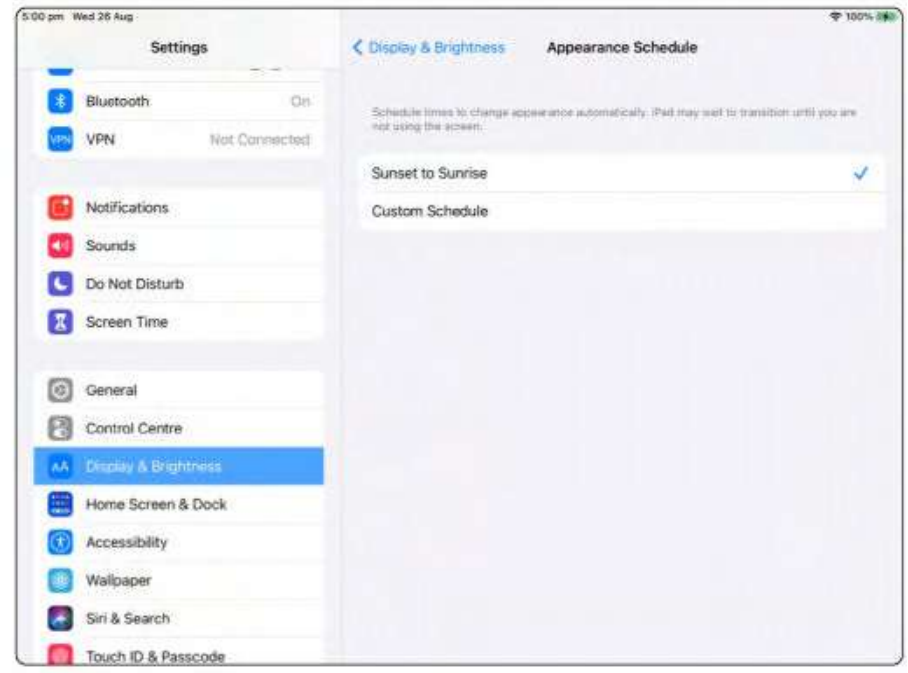
6 If you receive an invitation to a calendar event, you receive a notification where you can reply or decline. If you confirm, the event is added to your calendar.

Dark Mode
Change Your Look

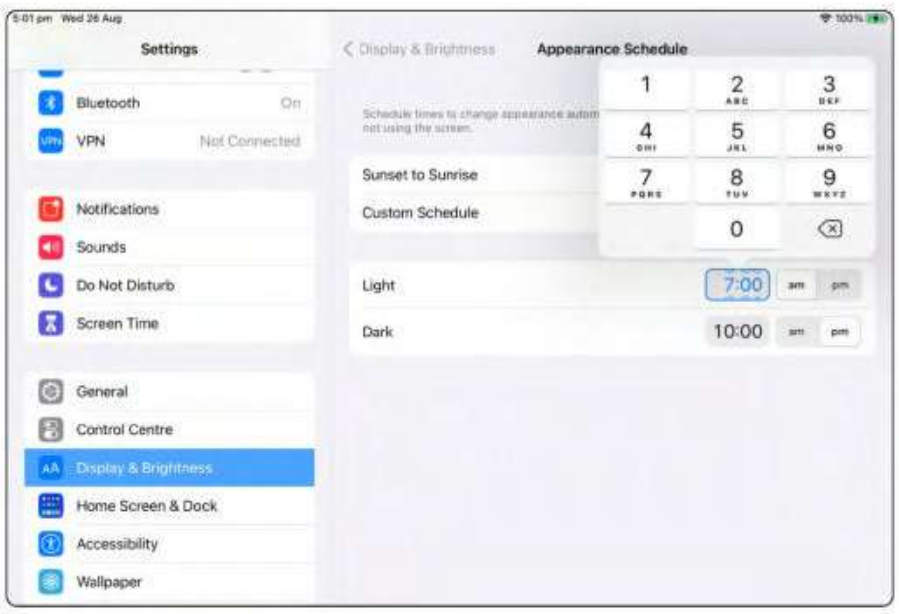
If you prefer a darker screen on your iPad, with white text on a black background, Dark Mode is for you. It's easy to set up and employ. You can: use it on a permanent basis, have it change automatically depending on the time of day, or schedule it to turn on and off at preset times.



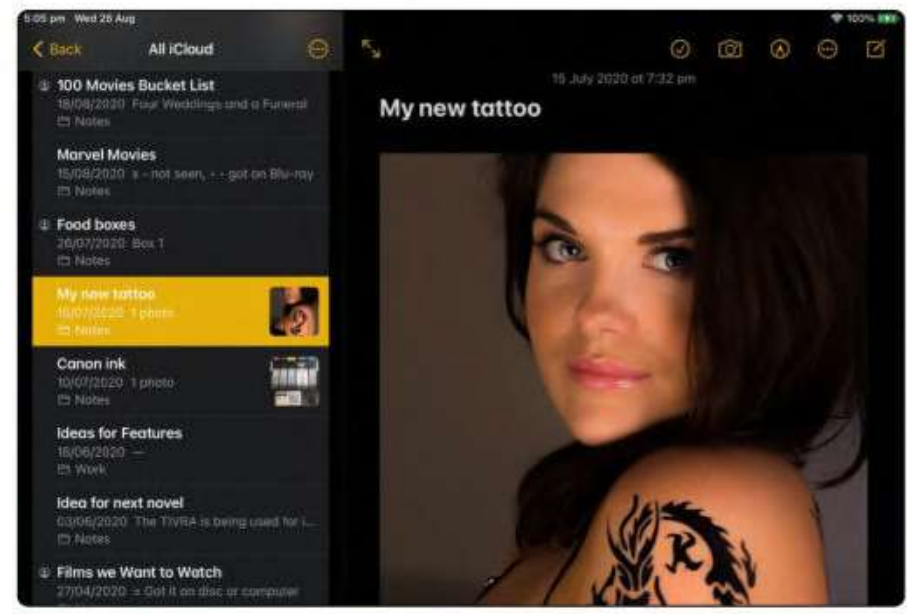
1 Go to Settings > Display & Brightness. At the top of the screen, you can choose between Light and Dark modes. Tap the one you want to use throughout your iPad. This changes the screen on a permanent basis (or at least until you change it again in the Settings app).



2 If you want to change between Light and Dark modes automatically according to a schedule, turn on the Automatic switch. You can then tap Appearance Schedule underneath it to set the times at which it changes. By default it's set at Sunset to Sunrise.



3 To have it change according to a schedule, tap Custom Schedule and then tap the times and type in when you want the iPad to go to Light and then go to Dark. Tap the AM/PM switches to change between morning and afternoon, as applicable.



4 Dark mode darkens your screen across the iPad and its apps, including the Home screen. Notes, for example, gives you white text on a black background but doesn't invert picture colours. More and more apps are becoming Dark Mode-compatible.

Sidecar
An iPad/Mac Feature

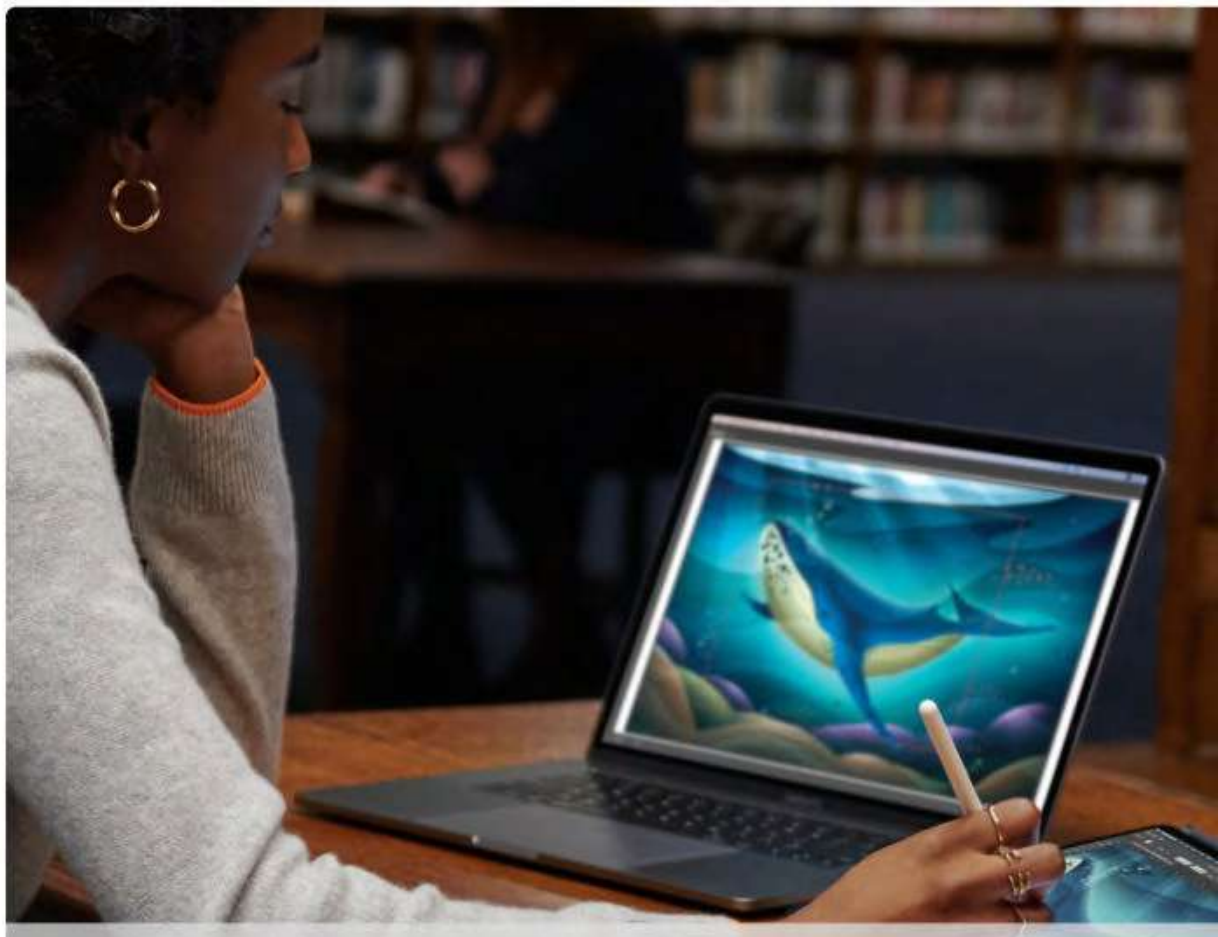
If you own both a Mac and an iPad – and they're recent enough to include the feature – you can use your tablet as a second screen for your computer. It's called Sidecar and it's great when your on the move.

Sidecar

If you have a Mac running macOS Catalina and an iPad running iPadOS, you can use your tablet as a second screen for your Mac, expanding your desktop space. This is especially good news if you also use an Apple Pencil. You can draw on your iPad, using it as a high-resolution input device for your Mac.

To use Sidecar on your Mac and iPad, first of all, on your Mac, open System Preferences. Click on the Sidecar preference pane, and you can set where the Sidecar Sidebar and Touchbar appears on your screen, if at all. When you're done, in the pull-down menu labelled 'Connect to', choose your iPad. There's a brief flash, and your Apple devices connect, sharing screen space between your Mac and your iPad.

If you want to move your iPad to the other side of your Mac, you can do so by opening System Preferences > Displays. In the System Preferences window, drag the smaller screen around the larger one, until it's in the position you want in relation to your Mac. Sidecar is a great feature, and an easy way to add a second screen to your Mac.



Sidecar Touch Bar.

With Sidecar, you can add a Touch Bar on your iPad even if your Mac doesn't have one. On your Mac, open System Preferences from the Apple menu or the Dock and click Sidecar. You can show and hide the Touch Bar from there.

System Requirements.

To use Sidecar, your Apple gear must meet the following requirements and be connected to the same iCloud account using two-factor authentication.

Macs
MacBook Pro, 2016 or later
MacBook, 2016 or later
MacBook Air, 2018 or later
iMac introduced, 2017
iMac Retina 5K, 27-inch, Late 2015
iMac Pro
Mac mini, 2018 or later
Mac Pro, 2019 or later

iPads
iPad Pro, all models
iPad, 6th generation or later
iPad mini, 5th generation
iPad Air, 3rd generation

Taking a Call
Cross-device Feature

If you have an iPhone and an iPad, you can make and receive calls on your Apple tablet, as long as your phone is nearby. Your Apple devices just need to meet the system requirements and be on the same wireless network.

Setting Up Continuity Calls on Your iPad

To take iPhone calls on your iPad instead of your iPhone (known as Continuity Calls), you must make sure of the following;

- Both devices must be signed in to iCloud with the same Apple ID.
- Sign both devices in to FaceTime with the same Apple ID.
- Both devices must have Wi-Fi turned on
- The iPad and iPhone must be connected to the same wireless network.

Now you must turn on the Continuity Calls feature. On your iPhone, go to Settings > Phone > Calls on Other Devices, and turn on Allow Calls on Other Devices. On your iPad, go to Settings > FaceTime, and turn on Calls from iPhone. With that, you're ready to make and take calls.

You need to set up your iPhone and iPad in the Settings app.

Making and Taking Continuity Calls.

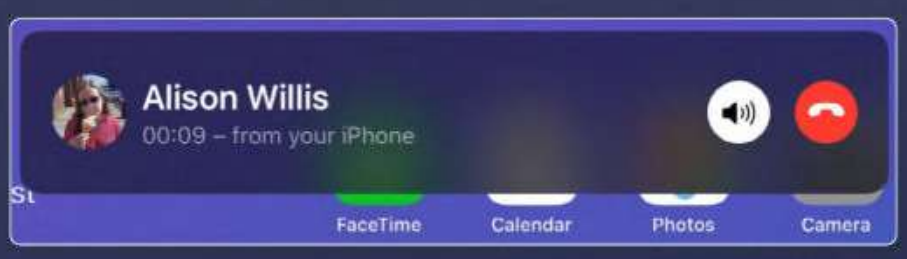
After setting up for Continuity Calls, when your iPhone rings, your iPad also rings. If you're using your iPad and your phone isn't to hand, you can take the call on the iPad instead. If your iPad is locked, slide to accept the call. If it's unlocked, the incoming call no longer takes up the whole screen. Instead, it appears as a notification. You can accept or reject the call using the green and red buttons.
To make a call on your iPad, just tap on a phone number found in Contacts, Calendar, Safari, Notes or any other app that automatically detects phone numbers.
To stop iPhone calls coming to your iPad, go to the Settings screen described in the Setting Up section of this tutorial and turn the feature off.

System Requirements

To make and receive iPhone calls on your iPad, your Apple devices must meet the following requirements. Your iPhone must be running iOS 8.1 or later and be connected to a mobile phone network for calls. Your iPad must run iOS 8 or later or any version of iPadOS.

Taking a call on a locked iPad; slide to answer.

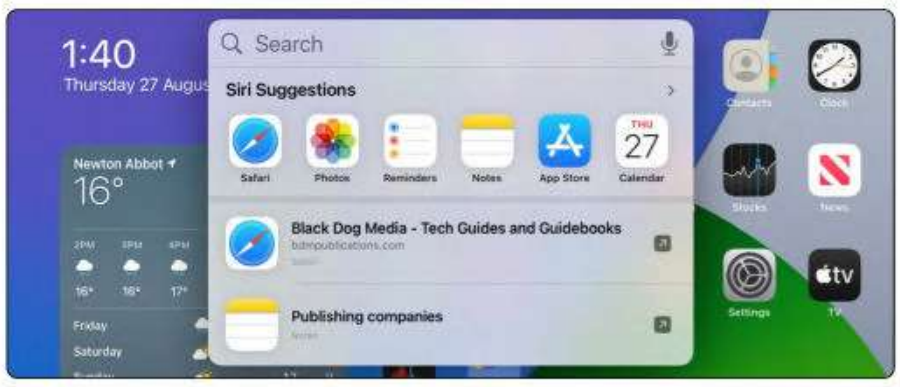
On an unlocked iPad, tap a button to accept/reject the call.



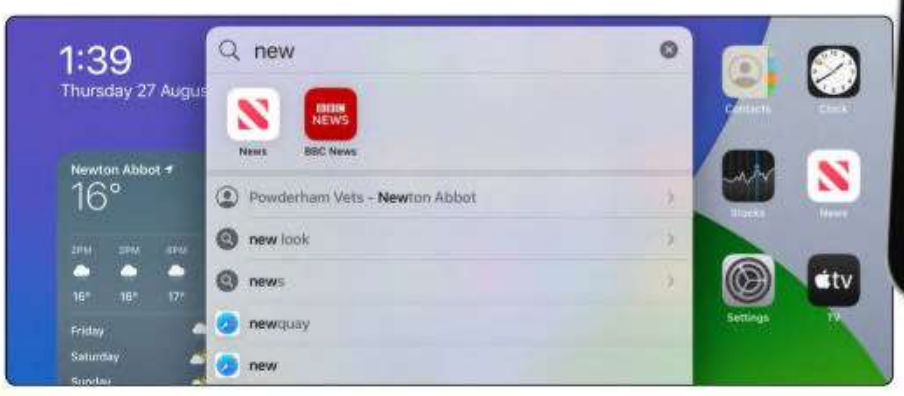
Taking an iPhone call, iPad style.

iPad Search
Find Anything

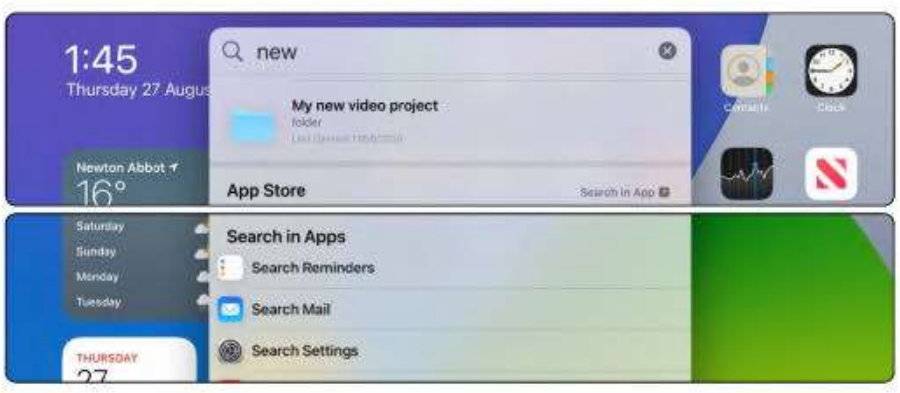
The iPad's Search feature is more powerful and reliable than before. It has a new, compact design too; which means you can search from anywhere on the iPad, without having to leave the app you're currently using.



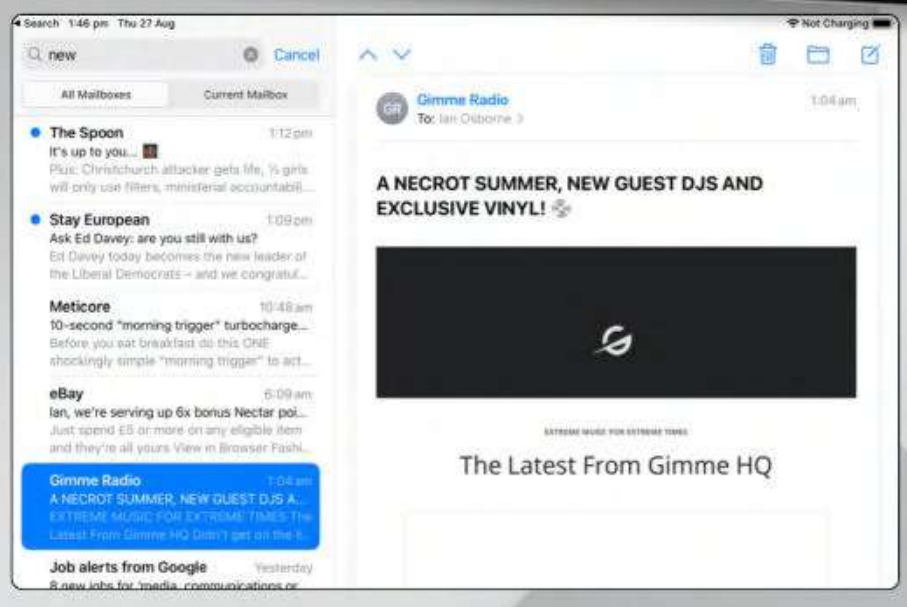
1 To activate a search on your iPad from the Home screen, swipe down on the Home screen (not from the top) with one finger. If you have a Bluetooth keyboard, you can activate a search from anywhere, even within apps, by pressing CMD + Space Bar.



2 Tap the search field at the top of the search window. Type your search terms on the keyboard or tap the microphone on the right and speak your search terms. Auto-complete responses appear as you type/speak. Tap one to access that app or item.



3 The new universal search covers the whole of your iPad and returns apps, Safari pages you've recently viewed, people and organisations in your Contacts app, notes, files, folders and more. At the bottom of the search results, you can search within specific apps.



Nothing Hidden.

Search on the iPad has been rebuilt from the ground up with iPadOS 14. You can now find almost anything, from locating and launching apps to accessing contacts, files and quick information, to getting answers to common questions about people or places.

Games Controllers

In a new feature for iPadOS 14, you can now pair a wider range of controllers with your Apple tablet. The iPad is at last becoming a serious games machine.

Apple introduced controller support with iPadOS 13.4, which launched along with the Apple Arcade gaming subscription service. iPadOS 14 takes things a step further. The range of joypads has been increased, with support for Microsoft's Xbox Elite Wireless Controller Series 2 and Adaptive Controller being added. New controller features added for iPadOS 14 include custom button mapping, force feedback and speciality features like motion sensors, lights and battery level.

Mouse and trackpad support is no longer a throwaway feature tucked away in the Accessibility options. The new operating systems bring support for the mouse and trackpad to the fore, with better, more highly integrated options. The iPad can, for the first time, register multiple key presses. This is essential for some games. In first-person shooters, for example, it means you can move and shoot at the same time and in platform games, you couldn't previously tap the Jump button without letting go of the direction key first. To make use of these exciting features, you must first pair your controller or keyboard with your iPad. This is achieved in the following ways.

Pairing a Sony PlayStation 4 Controller

On your PlayStation 4 controller, press and hold both the PS Button and the Share button. After a few seconds, the controller's light flashes white, showing it's in pairing mode.

On your iPad, go to Settings > Bluetooth. Switch it on if necessary. You see a list of devices currently paired with the iPad and at the bottom, under Other Devices, you see DUALSHOCK 4 Wireless Controller listed.

Tap DUALSHOCK 4 Wireless Controller and agree to pair it with your iPad. It can now be used with compatible games.

Pairing a Mouse, Trackpad, Keyboard or Third-Party Controller

Make sure the device you wish to pair with your iPad offers Bluetooth connectivity. If it doesn't, it cannot be used with your iPad in this way.

Follow the manufacturer's instructions for putting the device into pairing mode. All devices are different in this respect, so we can't be more specific.

On your iPad, with Bluetooth turned on, go to Settings > Bluetooth. Under Other Devices, at the foot of the screen, you should see the device you're pairing. Tap it and then agree to have it paired in the pop-up window.

Device Settings.

When you've paired a mouse or trackpad with your iPad, you can go to Settings > General > Trackpad & Mouse and configure it. Settings that can be configured include tracking speed, natural scrolling and secondary click. If you've paired a keyboard, go to Settings > General > Keyboard > Hardware Keyboards for a similar set of options. After pairing a games controller, go to Settings > General > Game Controller > Customisations to change button configurations.

Pairing a Microsoft Xbox Controller

On your Bluetooth Xbox controller (non-Bluetooth Microsoft controllers cannot be used), press the Xbox button on the top to switch it on, then press and hold the small connect button at the front to put it into pairing mode.

On your iPad, go to Settings > Bluetooth. Make sure it's on. Under Other Devices, at the foot of the screen, you'll see the Xbox Wireless Controller.

Tap on the Xbox Wireless Controller link and agree to pair it with your iPad. It can now be used with compatible games.

iPadOS

Exciting Tips & Tricks

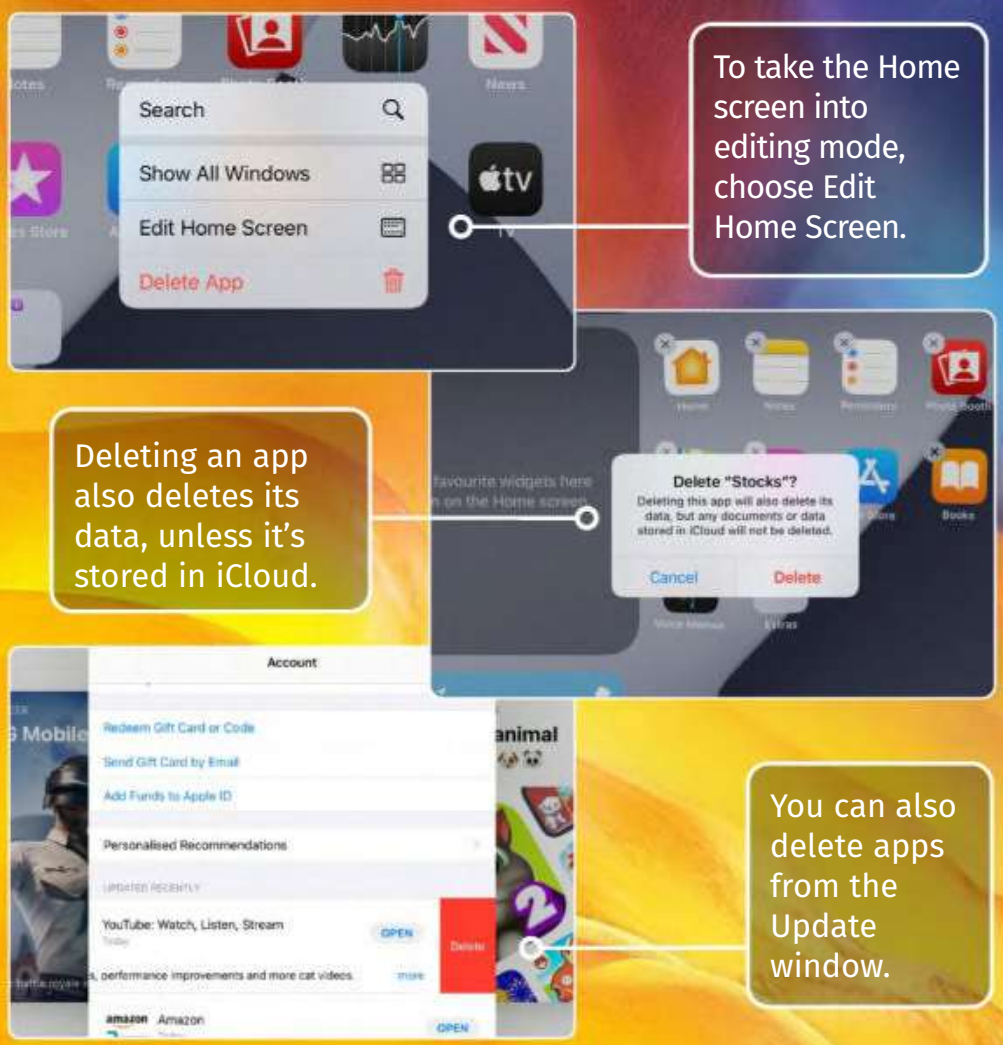
What else can your Apple iPad and iPadOS 14 do? Here we take a look at more of its amazing features and apps, so you can go even further with your amazing Apple tablet.

Deleting Apps

If you want to delete an app or apps that you no longer need, tap and hold a Home page app icon; it doesn't matter which, any icon will do. A menu window springs up showing various options. Tap the Edit Home Screen link found on this pop-up menu. Alternatively, just tap and hold and wait until they wobble of their own accord.

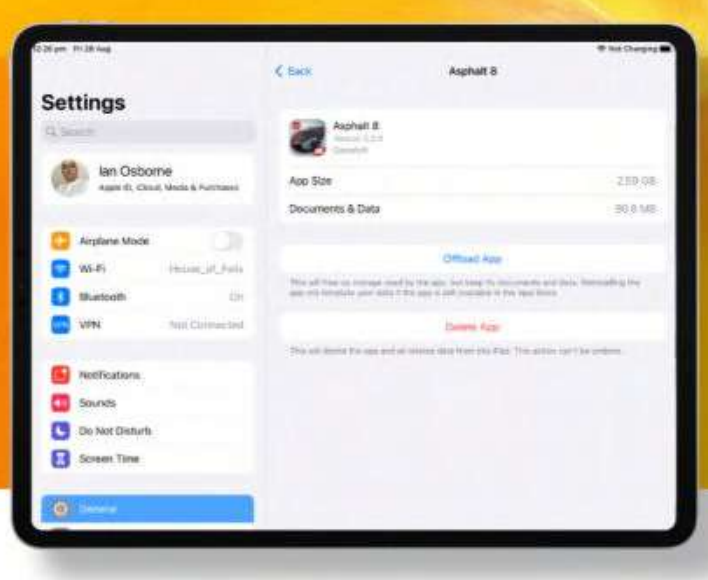
The wobbling app icons show an X in the corner. Tap the X of any app you want to delete, then confirm. The app's data is also deleted, unless it's stored on iCloud. When finished, tap Done (top right corner) or press the Home button if your iPad has one.

If you've updated an app and decide you no longer need it, you can swipe it left from the Updated Apps screen in the App Store app and then tap Delete. Again, data on the iPad is deleted but not from iCloud.


Search
Show All Windows
Edit Home Screen
Delete App
To take the Home screen into editing mode, choose Edit Home Screen.
Delete "Stocks"?
Deleting this app will also delete its data, but any documents or data stored in iCloud will not be deleted.
Cancel
Delete
Deleting an app also deletes its data, unless it's stored in iCloud.
Account
Redeem Gift Card or Code
Send Gift Card by Email
Add Funds to Apple ID
Personalised Recommendations
YouTube: Watch, Listen, Stream
OPEN
Amazon
OPEN
You can also delete apps from the Update window.

Offloading Apps.

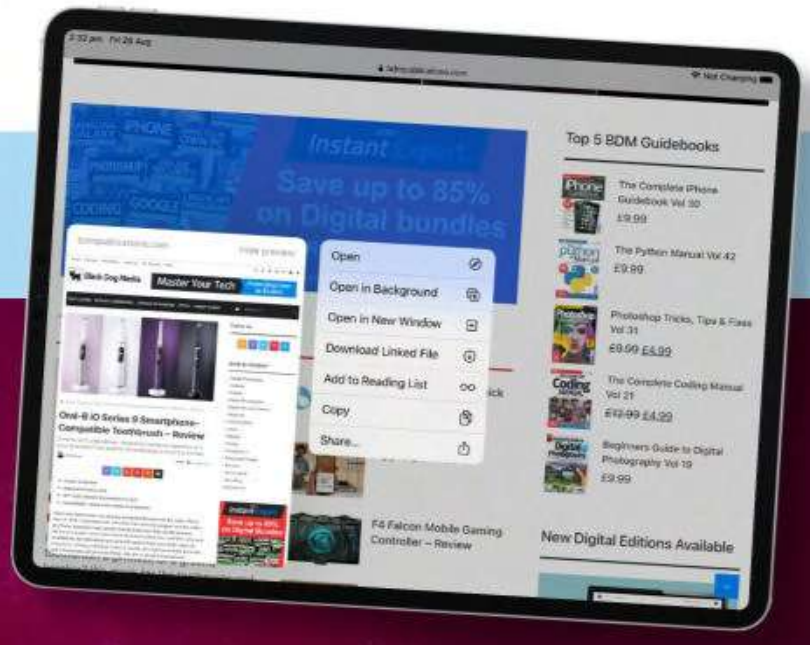
If you need more space on your iPad but you don't want to delete an app and all its data, go to Settings > General > iPad Storage. Tap an app you don't currently need, then tap Offload App to delete the app but not its data. When you want to use it again, you can re-download the app and pick up from where you left off.



Sneak Peeks.

Introduced in iPadOS 13, Sneak Peeks lets you tap and hold a link for a preview of its contents. It works across all apps. Here, for example, we tapped and held a link on a website and got a sneak peek at what we'd get if we tapped it. We also get a pop-up menu that lets us open in a new window or in the background, add it to the reading list and more.

Naturally, the Safari app is where the feature is most useful, as you can preview links without leaving the web page you're on. However, it also works well in Notes, News, Photos and other apps. It's a great time-saving feature.



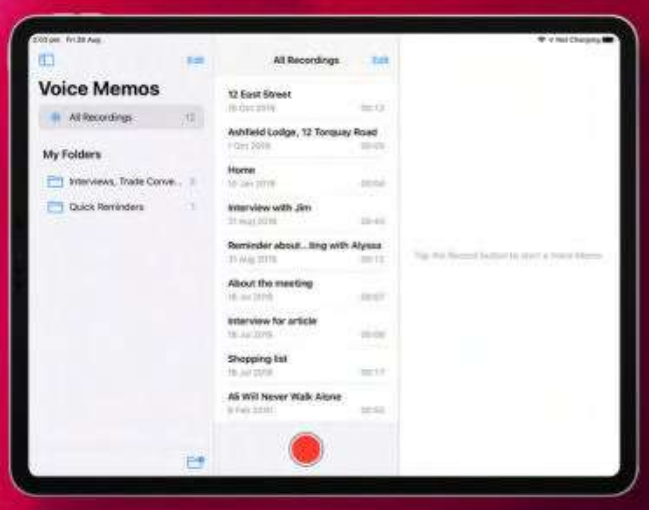
Tap and hold a link and you can get a preview of where it will take you.

Voice Memos Features

The Voice Memos app got an update with iPadOS 14. You can now organise your memos into folders, with favourites and smart folders also catered for. To arrange your memos into folders,w first tap the sidebar icon in the top-left corner. In the sidebar that opens, tap the folder icon in its bottom-right. Name the new folder anything you like. To move a memo into a folder, swipe it left and tap the folder icon, then choose a folder to move it to. To move more than one voice memo at once, tap the Edit link above the recordings list and tap the circle next to every memo you want to move. Then tap the Move link at the bottom of this list and again choose a folder.

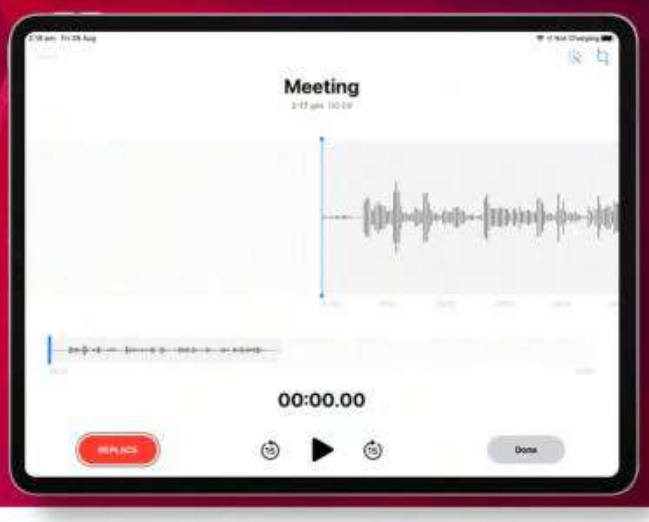
You can also sync your voice memos using iCloud, so they're available on all your Apple devices – whether a Mac, iPad, iPhone or iPod Touch – as long as they're all signed in to your Apple ID. You can therefore use your Apple mobile devices to make a recording while out and about, and then listen to it and maybe type it up on your Mac when you're at home.

Finally, the Voice Memos app now has an Enhance Recording feature. Tap on a voice memo to open it, then tap the Edit button. You can now clean it up, removing background noise and making it easier on the ears, simply by tapping the wand icon found in the top-right of the screen.



You can organise your voice memos into folders, which is great for collecting recordings with a similar theme or from a specific event.

If you get a pop-up inviting you to sync your voice memos with iCloud, we suggest you do it. Your memos are then available on all your Apple devices.



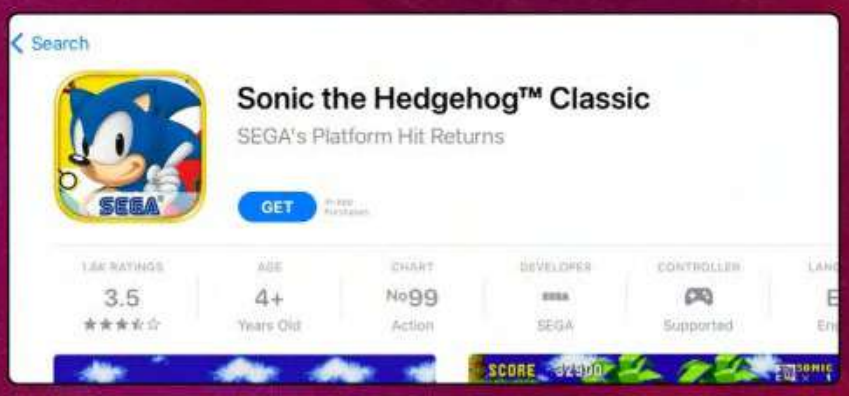
When editing a recording, tap the wand icon in the top-right to automatically clean it up.

The App Store.

The App Store app now gives more in-depth information on age ratings. Tap the rating in the box at the top of the app description for more information.

Along with age ratings, information such as user ratings, chart position, developer, whether a game controller is supported, language support and install size are presented in an easy-to-find way. Tapping any of them takes you to more information.

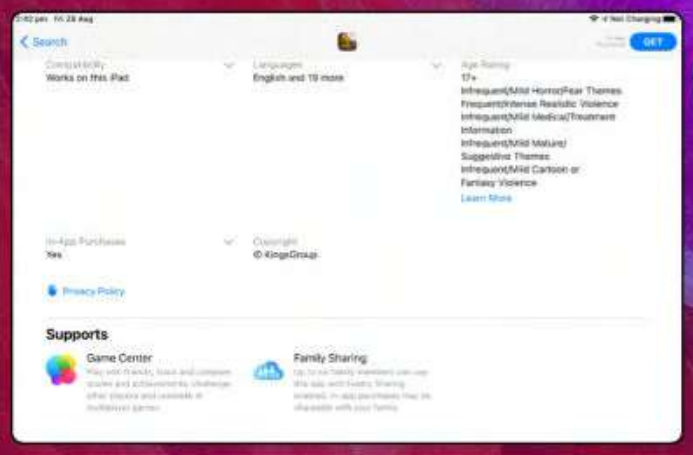
As you know, some apps require a subscription to use. In iPadOS 14, these apps can now function with Family Sharing, so all the family can enjoy them. Their developer has to enable this feature, though.



Information about an app is presented in an easy-to-find strip at the top of an app description.

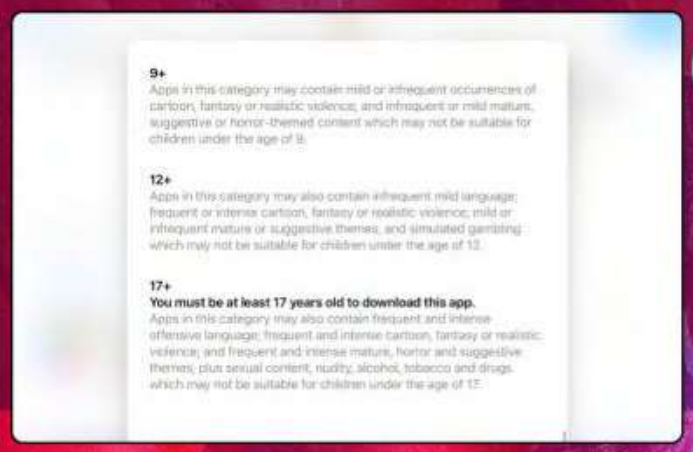
01

Tap the app's age rating at the top of the screen...



02

...and your taken to an explanation. Tap the Learn More link...



03

...and you get a more detailed guide to Apple's age ratings.

Apple Arcade.

Apple's gaming subscription service also benefits from an iPadOS 14 update. It's now directly integrated into Game Centre, so you can see what your friends are playing and earn achievements as you play. Just access the Game Centre dashboard within your Apple Arcade games and check out your progress, leaderboards, achievements and more. Finding your favourite games is easier, as you can now search available titles using filters and there's an option to preview upcoming titles too.

But perhaps the best new feature for Apple Arcade is that you can play a game on one Apple device, put it down and then continue playing on another. Game on your Mac at home and when it's time to leave the house and catch a train, carry on playing on your iPad.

New AirPods Features

AirPods are Apple's own wireless earbuds. They connect to your iPad through Bluetooth, are Siri-compatible and if you need to pause the music to listen to something going on in the room, just take one of the buds out of your ear. Some great new features are coming to AirPods with a software update too.

If you have your AirPods paired with several Apple devices, when you put one down and pick up another, the AirPods' connection is automatically transferred. For example, if you're watching a movie on your Mac and you get a phone call, as soon as you pick up, the AirPods' connection moves from the Mac to the iPhone. You might then want to call someone on FaceTime using your iPad. Again, the AirPods' connection is seemingly transferred, requiring no manual disconnecting and reconnecting.

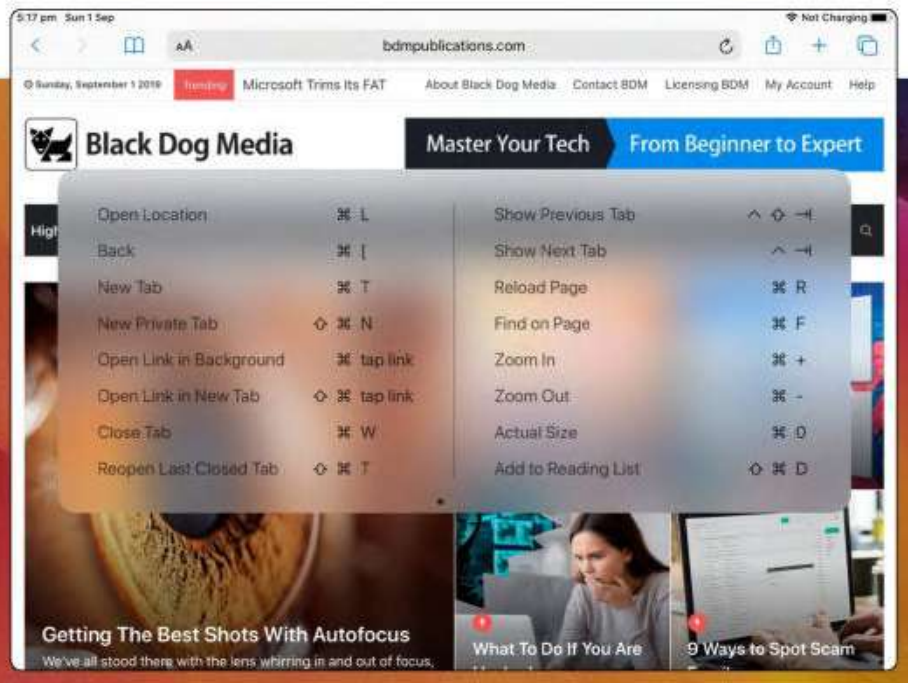
AIRPODS SWITCH OVER: When you stop using one Apple device connected to your AirPods and start using another, the AirPods follow you automatically.

A new feature coming to AirPods Pro is Spatial Audio, which brings surround sound to your earbuds. When watching a movie or playing a game, individual sounds can come from in front of you, behind you, to the left or to the right and when you move your head, spatial positioning is retained for a real immersive experience.

To update your AirPods to the latest firmware version, put them in their case and connect them to a power source. Move the iPad or iPhone with which they're paired close to the AirPods and if there's a new firmware version available, it's automatically downloaded and installed.

AIRPODS SPACIAL AUDIO: Spacial Audio gives the AirPods Pro surround sound capabilities.

Using Bluetooth Keyboard Shortcuts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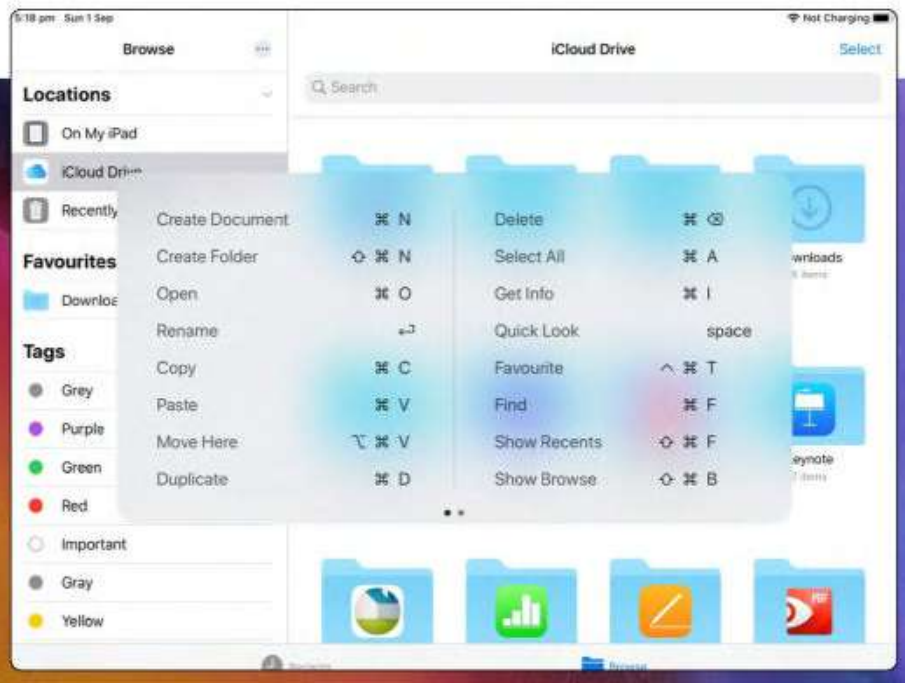
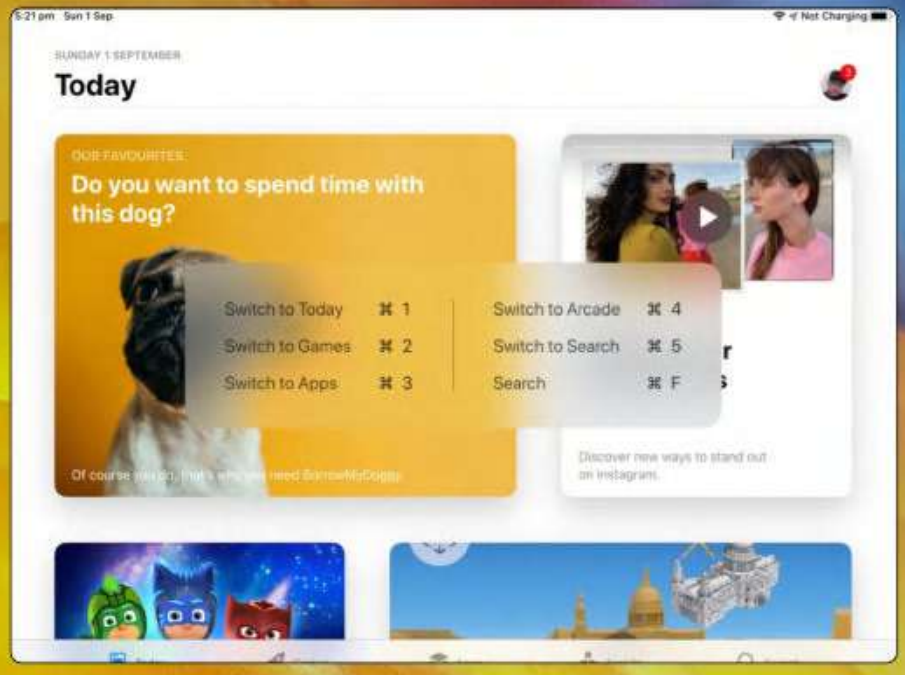
Actual Size ⌘ 0
Add to Reading List ⇧ ⌘ D
Getting The Best Shots With Autofocus
What To Do If You Are
9 Ways to Spot Scam

1 If you have a Bluetooth keyboard connected to your iPad, you can use keyboard shortcuts as you do on a Mac. To find out which keyboard shortcuts are currently available, hold the Shift and CMD keys until the window appears.



2 The keyboard shortcuts you're offered depends on the app you're currently using. For example, in the Files app, you can create a new document with CMD-N, a new folder with Shift-CMD-N, open with CMD-O and more.

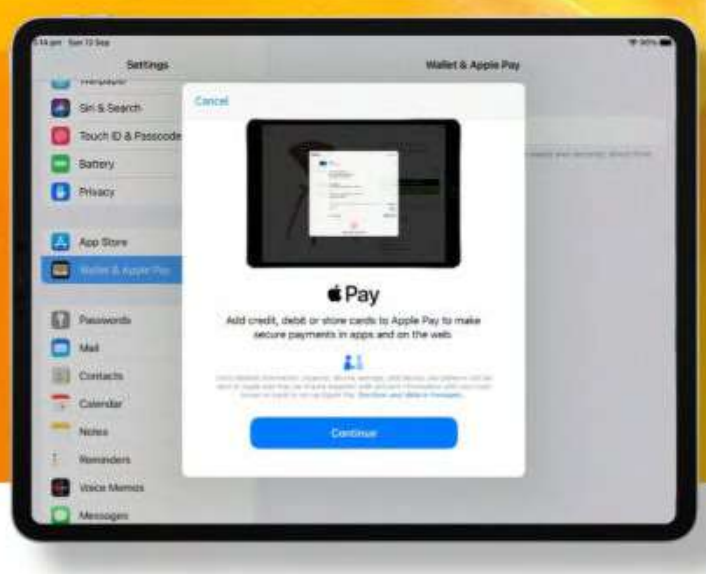
3 On the main iPad screen, you can use CMD-H to go back to the first page of the Home screen. The app switcher is especially useful; as on a Mac, you can tap CMD-Tab and switch between open apps.


Today
Do you want to spend time with this dog?
Switch to Today ⌘ 1
Switch to Games ⌘ 2
Switch to Apps ⌘ 3
Switch to Arcade ⌘ 4
Switch to Search ⌘ 5
Search ⌘ F

4 On the App Store app, the keyboard shortcuts are used for navigation. With the CMD key held, you can tap '1' to go to the Today page, '2' to go to the Games page, '3' to go to the Apps page, and so on.

Wallet & Apple Pay.

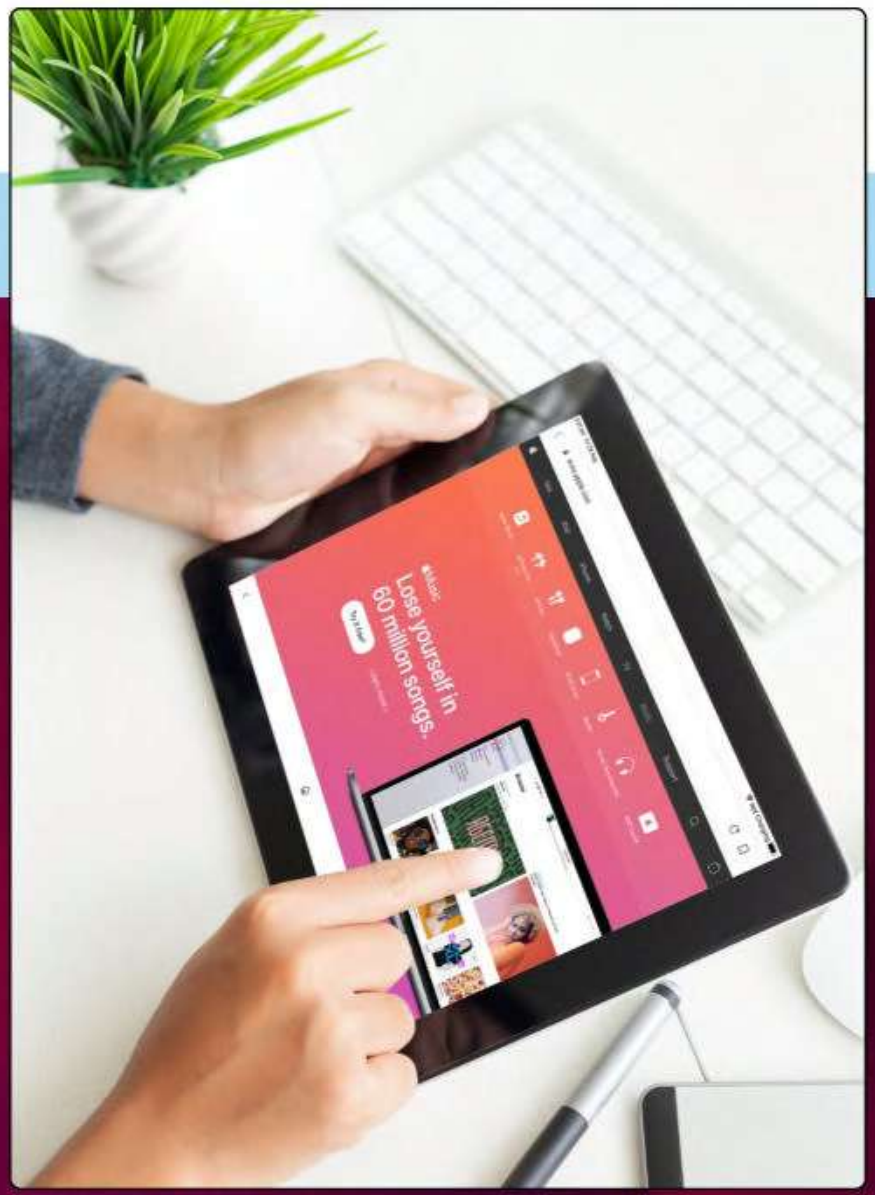
If you want to add a credit or debit card to Apple Pay to make online purchases easier and quicker, in Settings, tap Wallet & Apple Pay. Tap Add Card, and then follow the on-screen instructions to add your card or cards to the iPad's Wallet feature. You can use the camera to add it if you wish.



Third-Party Default Apps.

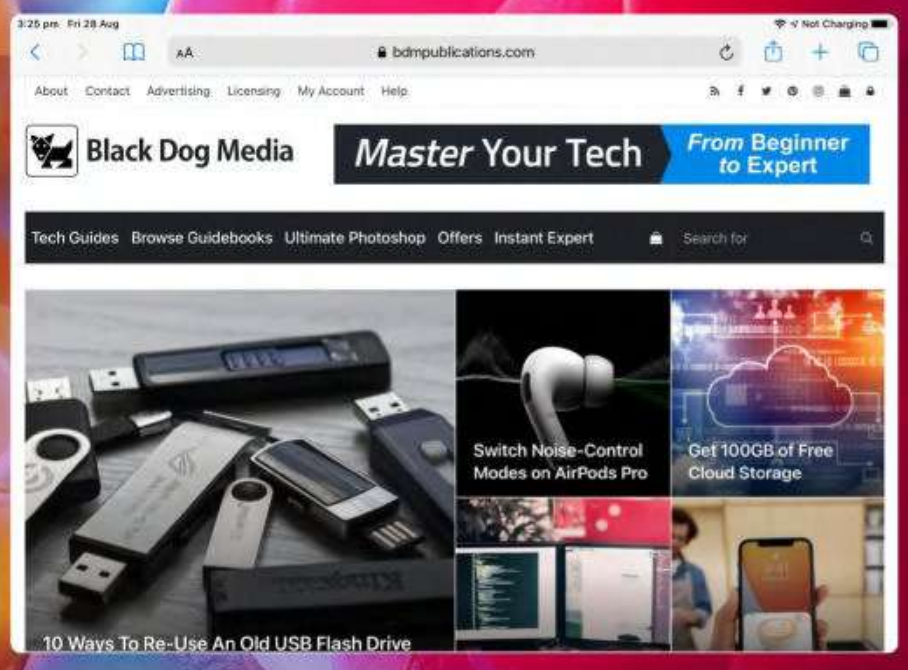
When you tap a web link in an app, that link opens up in the Safari app. When you tap an email address, a new email is opened in the Mail app. But what if you prefer to eschew Apple's web browser and email client and use a third-party alternative such as the Chrome web browser or Canary Mail for emails? With iPadOS 14, you can at last use third-party web browsers and email clients as your default apps but only when developers incorporate this feature into their apps.

It's easy to set up. Just open the Settings app and look for your third-party web browser or email client in the sidebar. Tap it and there's an option called Default Browser App (initially Safari) or Default Email App (initially Mail). Tap this option and you can change the default app to your alternative, third-party option.



In iPadOS 14, you can use third-party apps as your default web browser or email client.

Screenshotting Safari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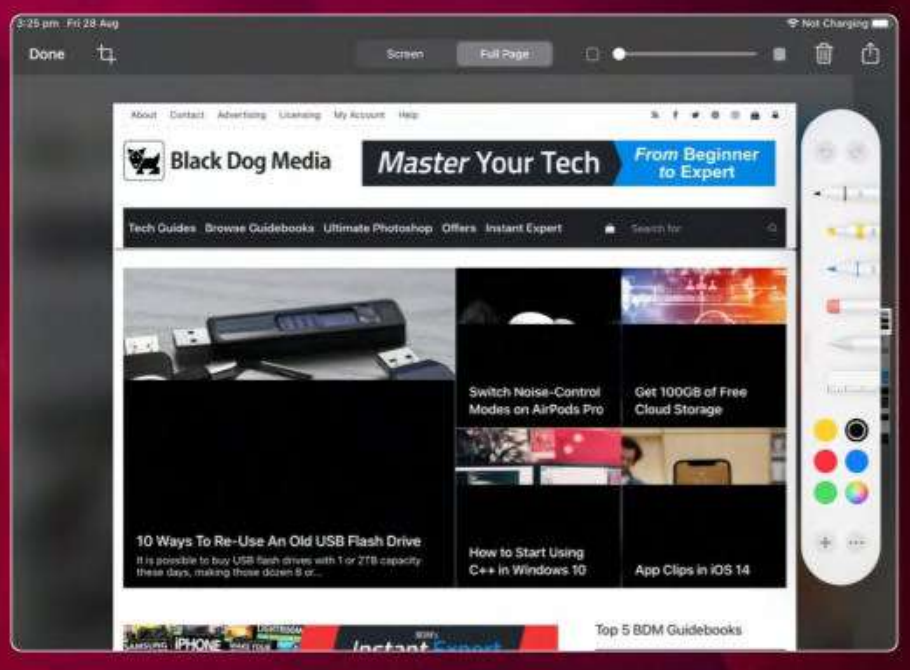
Search for
Switch Noise-Control Modes on AirPods Pro
Get 100GB of Free Cloud Storage
10 Ways To Re-Use An Old USB Flash Drive

1 If you want to screenshot a Safari website, there's now an option to snapshot the entire page. Take the shot in the usual way (top button and Home or Vol Up button), then tap the thumbnail before it disappears.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2 As always, the screenshot appears with the Markup tools. At the top of the screen are a couple of options; you can choose Screen to keep the screenshot as it is, or Full Page to save out the page as a whole.

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